



**the dpsa**

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Public Service and Administration  
REPUBLIC OF SOUTH AFRICA


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**TO HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS**

**IMPLEMENTATION OF CLAUSES 4 AND 5 OF PSCBC RESOLUTION 2 OF 2015:  
CONFIGURATION OF THE PERSAL SYSTEM**

1. Following the conclusion of PSCBC Resolution 2 of 2015 the need arose to configure the PERSAL system to accommodate the new leave categories. National Treasury has concluded on the configuration of the PERSAL system and issued PERSAL notice M4754 (copy attached) to this effect. The leave codes are available as from 13 October 2015.
2. Departments should please proceed with the capturing of the applications for family responsibility leave for employees with children with severe special needs as well as Paternity Leave, which were held in abeyance pending the PERSAL configuration.

  
DIRECTOR-GENERAL  
DATE: 2015/10/21

## PERSAL MESSAGE M4754

SHORT DESCRIPTION..: PATERNITY & FAMILY RESPONSIBILITY LEAVE

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TO ALL PERSAL CONTROLLERS

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PLEASE TAKE NOTE THAT MODIFICATIONS WERE MADE ON FUNCTION 4.5.4 (16), WITH REGARD TO PATERNITY LEAVE (CATEGORY 61 & SUB-CAT. 656) AND FAMILY RESPONSIBILITY FOR CHILDREN WITH SPECIAL NEEDS (CATEGORY 57 & SUB-CAT 577).

THE FOLLOWING AMENDMENTS WERE MADE:

1) FIELD WAS ADDED "WAS REASONABLE PROOF PROVIDED Y/N"

\* IF "N" IS ENTERED, THEN ERROR 1990 TO INDICATE THAT REASONABLE PROOF MUST BE PROVIDED WILL BE DISPLAYED.

2) IF "N" IS SELECTED THE ERROR WILL DISPLAY THAT PF9 KEY MUST BE USED TO FORCE THE TRANSACTION THROUGH.

3) ON BOTH FUNCTIONS 6.8.10 & 6.9.10, IT WILL BE INDICATED THAT THE ADVICE WAS FORCED THROUGH.

4) THE FORCED THROUGH TRANSACTION WILL BE AVOIDED THROUGH AN EXCEPTION REPORT FACILITY, ON 6.2.24 AS REPORT EX0027 AS AN ALERT TO THE DEPARTMENT.

PLEASE ENSURE THAT THE CONTENTS OF THIS MESSAGE IS FORWARDED TO ALL PARTIES CONCERNED.