



**the dpsa**

Department:  
Public Service and Administration  
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## **TO: THE HEADS OF ALL NATIONAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS**

### **SUBJECT: RULING ON QUALIFYING DATE FOR LONG SERVICE RECOGNITION**

1. The Department of Public Service and Administration (DPSA) is inundated with enquiries regarding Part V of Public Service Coordinating Bargaining Council (PSCBC) Resolution 1 of 2012 on Long Service Recognition. It has therefore become imperative that the DPSA ensures consistent interpretation and implementation of the agreement across the Public Service.

2. PSCBC Resolution 1 of 2012 stipulates that:

Long Service Recognition will be recognized as follows:

- i) All employees with 10 or more years of continued service will qualify for 30 working days leave and a certificate.;
- ii) 20 years continued service: a cash award of R7 500 plus certificate
- iii) 30 years continued service: a cash award of R15 000 plus a certificate
- iv) 40 years continued service: a cash award of R20 000 plus a certificate

The cash award contemplated in above is adjusted annually on 1 April according to the CPI for the period January to December of the previous year.

3. It has come to the DPSA's attention that Departments are implementing the said provisions differently. The qualification date for Long Service Award is the date preceding the anniversary date of the employee. For instance if an employee is appointed on 1<sup>st</sup> January 2014, then that person completes a year on 31<sup>st</sup> December 2014. The 1<sup>st</sup> of January 2015 would be the 1<sup>st</sup> day of the beginning of another year of service.
4. Persal function 5.3.1 General Allowances, was adjusted in respect of allowance code - 0632 'Long Service Award - 20 years', 0633 'Long Service Award - 30 years and ' 0634 'Long Service Award - 40 years'. When the allowance is paid the allowance amount applicable to the qualifying date will be displayed at function 5.3.1. Previously the amount defaulted to the latest amount on the code file. This change will ensure that no over payment takes place in the future.

5. It should be noted that a Collective Agreement is deemed a Determination made by the Minister for the Public Service and Administration in accordance with Section 5 (6) (a) , and Section 3 (5) (a) of the Public Service Act, 1994 as amended. Therefore, Departments do not have the authority to deviate from the Collective Agreement.



**DIRECTOR-GENERAL**

**DATE:** 19/11/2015