



the dpsa

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TO HEADS OF ALL NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

CLOSURE OF OFFICES DURING THE FESTIVE PERIOD

1. I wish to kindly remind Departments of the following circulars:
 - 1.1. Circular under reference E1/2/2/P of 6 December 2001.
 - 1.2. Circular under reference 1/6/2/P of 10 November 2005.
 - 1.3. Circular under reference 17/6 of 24 March 2007.

The above-mentioned circulars are available on the DPSA website.

2. In summary-
 - 2.1. Periods of office closures during the festive period must be covered by annual leave and not special leave;
 - 2.2. Departments must timeously notify employees of planned office closures; and
 - 2.3. Annual leave for these periods must be timeously captured.


DIRECTOR-GENERAL

DATE: 01/02/2017