



**the dpsa**

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Public Service and Administration  
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## TO ALL HEADS OF DEPARTMENT AND PROVINCIAL ADMINISTRATIONS

### CIRCULAR NO 20 of 2017

#### AMENDMENT OF THE DETERMINATION AND DIRECTIVE ON LEAVE OF ABSENCE IN THE PUBLIC SERVICE

1. The Minister for the Public Service and Administration in terms of sections 3(5) (a) and 5(6) (b) of the Public Service Act, 1994, as amended, determined the amended Determination and Directive on Leave of Absence in the Public Service. The salient features of the amendments concern the following:
  - 1.1. The addition of paragraphs 5.15 and 9.6 to provide for employees, suspended as a precautionary measure while investigations into allegations of misconduct are being completed or employees who have been suspended as a sanction as a result of misconduct within the 6 months after the expiry of the relevant leave cycle and who could not utilise their unused annual leave credits, must upon request, be paid out such unused annual leave credits at the end of the 6 months' period referred to in paragraph 5.6 of the Determination. The amendment takes effect from the date of signature of this circular.
  - 1.2. The deletion of paragraph 20.3 which provided for the submission of an application for pre-natal leave in advance.
  - 1.3. The amendment of paragraph 25.1 to align the Determination with PSCBC Resolution 5 of 2001.
  - 1.4. The correction of the paragraph numbering and cross references.
2. A copy of the amended Determination and Directive on Leave of Absence in the Public Service is attached for your further attention. A copy of the said Determination has also been posted on the DPSA website [www.dpsa.gov.za](http://www.dpsa.gov.za).
3. Approval has been obtained from National Treasury provided that the additional expenditure arising from this determination should be defrayed from existing departmental budget allocations.

  
DIRECTOR-GENERAL

DATE: 2018/01/31

Circular Amendment Of Determination V2 .Doc

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