



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

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TO HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

CIRCULAR 4 OF 2021

REPORT ON THE MANAGEMENT OF ANNUAL LEAVE OF THE 2020 ANNUAL LEAVE CYCLE

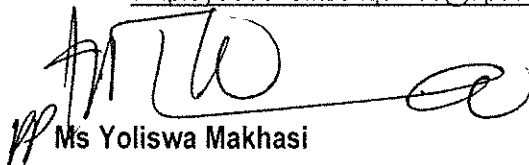
1. Paragraph 5 of the Determination and Directive on Leave of Absence in the Public Service (hereafter referred to as the Determination) stipulates among others the following:
 - 1.1. Employees are entitled to annual leave (as per Annexure A of the Determination) during each cycle of 12 months, commencing 1 January of each year.
 - 1.2. Annual leave should be planned and scheduled at least at the start of a leave cycle, i.e. January of each year.
 - 1.3. The utilisation of this leave must take the service delivery requirements of a department into account.
 - 1.4. The remaining days, if any, must be taken no later than 6 months after expiry of the relevant leave cycle where after unused annual leave credits shall be forfeited.
 - 1.5. Employees must be cautioned timeously if, at the end of the relevant leave cycle, they have not utilised their leave entitlements.
 - 1.6. An employee's application for annual leave should not be unreasonably refused. An application for annual leave should take the service delivery requirements of a department into account.

- 1.7. Any refusal of annual leave must be confirmed in writing, stating the reasons and arrangements for rescheduling of the annual leave.
 - 1.8. If the employee's application was declined owing to the employer's operational requirements and could not be rescheduled, such leave must, upon request, be paid out to the employee at the end of the 6 months' period.
2. With the outbreak of COVID-19 pandemic the President declared a national disaster subsequent to which a nationwide lockdown was introduced. Since the commencement of the nationwide lockdown coincided with the grace period of the 2019 annual leave cycle, the end date of the grace period was as a once off measure, extended to 31 December 2020. The Determination and Directive on the 2019 Annual Leave Cycle and its Grace Period are contained in circular 30 of 2020 dated 3 August 2020 (hereafter referred to as the Determination on the 2019 Grace Period). The Determination on the 2019 Grace Period provided extensive measures on the management of unused annual leave. Further, Heads of Department were also cautioned in paragraph 5.3 of the said Circular to be vigilant in the scheduling and management of the 2020 annual leave of employees. Given that departments were forewarned regarding the management of annual leave, the grace period of the 2020 annual leave cycle is not being considered.
 3. As the end of the grace period for the 2020 annual leave cycle is approaching, i.e. 30 June 2021, the DPSA wishes to assess the management of annual leave of the 2020 annual leave cycle and to establish from Heads of Department what departments can do to improve on the management of annual leave to minimise/eliminate leave pay outs as a result of service delivery requirements. In this regard Heads of Department are required to provide the DPSA with a report on the management of the utilisation/or not of annual leave during the 2020 leave cycle, containing the details listed below. The report must be signed off by the relevant Head of Department.
 - 3.1. The number of employees whom have been identified with unused annual leave credits of the 2020 leave cycle.
 - 3.2. The total number of unused annual leave days.
 - 3.3. The total monetary value of unused annual leave days.
 - 3.4. The average number of unused annual leave days per employee.
 - 3.5. The average monetary value of the unused annual leave days.
 - 3.6. The number of employees who have applied for a leave pay-out for unused annual leave days.
 - 3.7. The reasons for the disapproval of the employee's leave applications (to be provided in narrative format).
 - 3.8. The efforts made to have employees' annual leave rescheduled and the reasons why the Department was unable to reschedule the employees' annual leave (to be provided in narrative format).

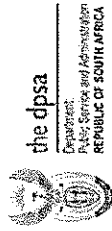
- 3.9. The number of employees whose applications for a leave pay-out have been approved.
- 3.10. The number of employees whose applications for a leave pay-out have been declined.
- 3.11. The total number of annual leave days for which a leave pay-out was approved.
- 3.12. The average number of leave days per employee to be paid out.
- 3.13. The monetary value of the unused annual leave days to be paid out.
- 3.14. The average monetary value of the annual leave days to be paid out per employee.
- 3.15. The total number of unused annual leave days forfeited.
- 3.16. The monetary value of the unused annual leave days forfeited.
- 3.17. The measures implemented to ensure the scheduling and management of employees 2020 annual leave (to be provided in narrative format).
- 3.18. The measures that will be implemented to improve the management of annual leave in the department going forward (to be provided in narrative format).

The above-mentioned details must be tabulated in the format outlined in Annexure A.

4. A copy of the report, including a soft copy of the data in EXCEL, must be submitted on or before 31 August 2021 to the following email address: employeebenefitsenquiries@dpsa.gov.za.


Ms Yoliswa Makhasi
Director-General
Date: 2021/6/7

ANNEXURE A



Province _____
 Department _____

STATISTICAL REPORT ON THE MANAGEMENT OF THE UTILISATION OF ANNUAL LEAVE DURING THE 2020 LEAVE CYCLE

Salary Level	Total number of employees with unused annual leave credits of the 2020 leave cycle.	The total number of unused annual leave days.	The total monetary value of unused annual leave days.	The average number of unused annual leave days per employee.	The average monetary value of the unused annual leave days.	Total number of employees who applied for a leave pay-out for unused annual leave days.	Total number of employees whose applications for a leave pay-out have been approved.	Total number of employees whose applications for a leave pay-out have been declined.	Total number of annual leave days for which a leave pay-out was approved.	The average number of leave days per employee to be paid out.	The monetary value of unused annual leave days to be paid out.	The average monetary value of the annual leave days to be paid out per employee.	The total number of unused annual leave days forfeited.	The monetary value of the unused annual leave days forfeited.	Total number of employees employed as at 30 June 2021
Level 1															
Level 2															
Level 3															
Level 4															
Level 5															
Level 6															
Level 7															
Level 8															
Level 9															
Level 10															
Level 11															
Level 12															
Level 13															
Level 14															
Level 15															
Level 16															
Total															

Head of Department _____
 Date: _____