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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001. Tel: (012) 336 1000, Fax: (012) 326 7802
Private Bag X9148, CAPE TOWN, 8000. Tel: (021) 467 5120, Fax: (021) 467 5484

Enquiries: Mr. D v/d Westhuizen
Tel No. : 012 336 1295
File : 17/6/R


TO HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

CIRCULAR 4 OF 2022

UTILISATION OF ANNUAL LEAVE FROM A CURRENT LEAVE CYCLE IN RESPECT OF DECLINED INCAPACITY LEAVE OF A PREVIOUS LEAVE CYCLE

1. DPSA Circular 13 of 2021 dated 16 August 2021 communicated particular amendments to the Determination and Directive on Leave of Absence in the Public Service and the Policy and Procedure on Incapacity Leave and Ill-health Retirement. One such policy amendment to the Determination and PILIR, among others, entails the enabler for the use of available annual leave credits from a current leave cycle and/or capped leave, in respect of an incapacity leave period that originated in a previous leave cycle and was subsequently declined.
2. National Treasury was requested to create the necessary functionality on PERSAL. The process was completed and PERSAL Notice Number 367 was issued to Departments.
3. However, during the early stages of using this functionality by departments, it transpired that it had unintended and unwanted consequences. The unintended and unwanted consequences are that when offsetting the declined period of incapacity leave from a previous leave cycle, against the current available leave credits and/or capped leave, it allows/offsets the days that could not be covered by the latter leaves from (a) future leave cycle(s).
4. This implication was extensively discussed with officials responsible for PERSAL, and in particular this system change. It was concluded that the PERSAL functionality cannot be further adapted to conform to the policy requirement and no other alternative is available to programmatically support the policy provision.

5. Since the above would also result in audit queries, National Treasury was requested to reverse the changes effected to the PERSAL as communicated by PERSAL Notice 367.
6. It was resolved that departments, for purposes of implementing the above-mentioned policy provision, will have to register a System Change Control (SCC) to have it manually implemented on PERSAL, as and when required. Heads of Department are encouraged to implement standard operating procedures to ensure that the process is properly managed within departments.


MS YOLISWA MAKHASI
DIRECTOR-GENERAL
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