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HRP & EMPLOYMENT PRACTICES: CIRCULAR NO 16 OF 2020

TO: ALL HEADS OF NATIONAL DEPARTMENTS, PROVINCIAL DEPARTMENTS AND GOVERNMENT COMPONENTS

CLARIFICATION ON ASSUMPTION OF DUTY IN THE PUBLIC SERVICE DURING NATION-WIDE LOCKDOWN PERIOD

Considering the announcement by the President of the nation-wide lockdown, a need has been identified to clarify how the assumption of duty must be managed for those employees who are to assume duty during the period of lockdown.

Regulation 57(6) provides that an appointment shall take effect on the date of an employee's assumption of duty. If an employee assumes duty on the first working day of the month and the day is not the first day of the month, the first day of the month is deemed to be his or her date of assumption of duty.

In terms of the declaration on the nation-wide lockdown not all employees are required to stay at home. Certain categories of employees have been identified as essential and new appointees in these categories must therefore report for duty as normal. Departments are advised to assess the category of employees' occupations in terms of the categories that the President declared as essential, whom are exempted from the lockdown and to manage the date of assumption of duty during the period of lockdown as follows:


- (a) The date of assumption of duty during the lockdown for employees who are performing non-essential services shall be:
 - (i) on the agreed date of assumption of duty if it was to be assumed on a normal working day applicable to the employee during March 2020.
 - (ii) the day of the month as the agreed date, if assumption of duty was in April 2020 during the lockdown.

- (b) The date of assumption of duty for employees who are categorised as essential services and exempted from the lockdown measures, are to be managed in terms of the provisions of Regulation 57(6) of the Public Service Regulations.

Departments are advised to manage such appointments in line with the measures as already communicated.

Your co-operation will be highly appreciated.

Kind regards



Ms Yoliswa Makhasi
Director-General

Date: 30/03/2020