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TO HEADS OF ALL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

For Attention: Heads of Corporate Services /Human Resources

IMPLEMENTATION OF THE POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT: INTRODUCTION TO AMENDED ANNEXURES

My evenly numbered circular dated 5 December 2005 on the implementation of the Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR) refers.

2. Kindly take note that the under-mentioned Annexures to the Policy and Procedure on Incapacity Leave and Ill-health Retirement have been amended to accommodate necessary grammatical editing and therefore replace the Annexure issued under cover of the above-mentioned circular.

Annexure A- Application Form: Temporary Incapacity Leave Short Period

Annexure B- Application Form: Temporary Incapacity Leave Long Period


Annexure C- Application for Temporary Incapacity Leave (Pro Forma Letter)

Annexure D- Application for Temporary Incapacity Leave (Pro Forma Letter)

Annexure E- Head of Department's Report to Health Risk Manager for Ill-health Retirement

Annexure F- Shortened Application Form for Ill-health Retirement

Annexure H- Pledge of Confidentiality


As **DIRECTOR-GENERAL**
DATE: 6 June 2006