



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

**i-dpsa**

**Isebe:**

**IeeNkonzo zasebuRhulumenteni noLawulo**

**IRIPHABLIKI YOMZANTSI AFRIKA**

**IKHEFU LOKUGULA, IKHEFU LOKUNGABINAKO UKUSEBENZA KUNYE NOMHLALAPHANTSI WOKUGULA KWINKONZO KARHULUMENTE**

**KUTHENI NGEKHEFU LOKUGULA?**

Kwizehlo eziqhelekileyo zobomi bakho ungagula okanye wonzakale apho kuya kufuneka ikhefu lokuba uchache kwisigulo okanye kumonzakalo. Nceda qaphela ukuba ukonzakala kule imeko akubhekiselelanga kumonzakalo emsebenzini.

**ATHINI AMALUNGELO AKHO?**

Ziintsuku ezingama-36 eziqhelekileyo zekhefu lokugula nentlawulo yakho iyonke kumjikelo wekhulu lokugula. Umjikelo wekhulu lokugula lixesha lemnyaka emithathu ilandelelana. Umjikelo wangoku wekhulu lokugula uqale nge-1 kweyoMqungu 2007.

**ZFZIPHI IIMFANELO ZAKHO EKUSEBENZISENI IKHEFU LOKUGULA ELIQHELEKILEYO?**

- Ukuba wazi kwangethuba ukuba fanele utyelele inkqubo yesibhedlele, umz. utyando, kufanele wenze isicelo ungenise ifom yesicelo kwangethuba.
- Ukanti, ukuba woyiswe sisigulo esiqubulisayo okanye uyenakala, yazisa umphathi wakho ngoko nangoko ukuba awunakho ukusebenza ngenxa yesigulo okanye umonzakalo. Umyalezo womlomo ingaba sisihlobo, iqabane lasemsebenzini okanye umhlobo uvumeleke kuphela ukuba imeko kunye/okanye ubukhulu besigulo/umonzakalo ziyakuthintela ukuba wazise umphathi/umlawuli wakho ngokwakho.

**OKUBALULEKILEYO!**

**Kufunaka ufake isicelo sakho sekhefu lokugula ngokwakho okanye uthumele isihlobo sakho, iqabane lasemsebenzini kwintsuku ezi-5 zokusebenza emva kosuku lokuqala lokungabikho.**

- Ngenisa isiqinisekiso sikagqirha sokugula sexesha elingangeentsuku ezintathu nangaphezulu KWAYE

kwisihlo apho usebenzise ikhefu lokugula ngaphezu kwesibini kwixesha levekhi ezisi-8, ngaphandle kwexesha obungekho ngalo. Ngqinisisa kulwaMkelo lweziQinisekiso zikaGqirha ezingasezantsi.

- Sebenzisa ulawule ikhefu lakho lokugula eliqhelekileyo ngendlela ethembekileyo nenobulumko ngexesha lomjikelo wkhulu lokugula.
- Yeka ukusebenzisa ikhefu lokugula ulisebenzisele ezinye izinto ngaphandle kokugula okanye umonzakalo njengoko ungagqibela seel usengxakini kamva kumjikelo wekhulu lokugula.

**INGABA ZEZIPHI IIMFANELO ZOMQESHI?**

- Kukucinga nokunika ikhefu lokugula ngokuvumelana nesicelo sakho.
- Kuhlola kwanokuphanda ngekhefu lokugula eelikhethekileyo ngokwentsingiselo yokusetyenziswa kakubi okunokubakho. Ukuthabatha amanyathelo ukuba ngaba ikho imfuneko. Umqeshi kwiimeko ezithile unokucela isiqinisekiso sikagqirha kumaxesha angaphantsi kweentsuku ezi-3 ukuba ngaba kufunyaniswe umkhuba othile.
- Kukucebisa abasebenzi ngendlela yokusebenzisa ngengqondo ikhefu lokugula.
- Ukuziqhelanisa ngokusingqongileyo kwasemsebenzini okanye iimfuno zomsebenzi okanye afune enye ingqesho, njl-njl kwiimeko apho kuyimfuneko.

**YINTONI IKHEFU ELINOKONGEZWA XA ULISEBENZISE LAPHELA ELAKHO (INCAPACITY)?**

Ikhefu elinokongezwa xa ulisebenzise laphela elakho luncedo apho ungenisa isicelo kwisihlo apho ulisebenzise laphela ikhefu eliqhelekileyo lokugula kwiminyaka emi-3 yomjikelo wekhulu lokugula. Ikhefu elinokongezwa xa ulisebenzise laphela elakho lilungiselelwe iinjongo zolawulo ezahlulwe ngeendidi ezimbini:

- Ulongezo lwexesha elifutshane –kuxa ixesha lekhefu elinokongezwa xa ulisebenzise laphela elakho ilele ntsuku ezingama-29 okanye ngaphantsi.
- Ulongezo lwexesha elide –kuxa wenze isicelo seentsuku ezingama-30 okanye iintsuku ezingaphezulu zekhefu elinokongezwa xa ulisebenzise laphela elakho.

**INGABA LAMANCEDO AQULETHE NTONI?**

Ungasenza isicelo usenzele ithuba ngalinye nawo onke amathuba ukuba ufuna ikhefu elinokongezwa xa ulisebenzise laphela elakho, ngokuxhomekeke ku-

- ekungenisweni kwesiqinisekiso sikagqirha kwithuba ngalinye; kunye
- kuphando lomqeshi kubunjani endalweni nasebudeni besigulo sakho okanye umonzakalo.

**OKUBALULEKILEYO!**

**Ungangaphindi uyisebenzise ifom yesicelo semvume u-Z1 ukulungiselela ikhefu elinokongezwa xa ulisebenzise laphela elakho. Zikhona iifom zesicelo ezimiswe ikhefu elinokongezwa xa ulisebenzise laphela elakho ixesha elifutshane nelide, ngokwahlukahlukeneyo. Qinisekisa ukuba iifom zakho zigwaliswe ngokufanelekileyo kwaye bonke ubungqina obuxhasayo buhlonyelwe.**

**INGABA ZEZIPHI IIMFANELO ZAKHO?**

- Yenza isicelo kwiifom zezicelo ezifunekayo. Nceda qaphela ukuba fanele wenze isicelo kwiifom zezicelo ezimiswe ikhefu elinokongezwa xa ulisebenzise laphela elakho elifutshane kunye nelide ngokwahlukahlukeneyo. Mhlawumbi ungangaphindi usebenzise ifom u-Z1 uzisebenzisele le njongo.
- Ukuba uzazi kwangethuba ukuba kufanele utyelele inkqubo yesibhedlele, umz. utyando, kufanele wenze isicelo ungenise ifom yesicelo kwangethuba.
- Ukanti, ukuba woyiswe sisigulo esiqubulisayo okanye uyenakala, yazisa umphathi wakho kwangethuba ukuba awukwazi ukusebenza ngenxa yesigulo okanye umonzakalo. Umyalezo womlomo ingaba sisihlobo, iqabane lasemsebenzini okanye umhlobo uvumeleke kuphela xa imeko kunye/okanye ubukhulu besigulo/umonzakalo ukuthintela ukuba wazise umphathi/umlawuli wakho ngokwakho.

**OKUBALULEKILEYO!**

**Kufanele ufake isicelo sekhefu lokugula ngokwakho okanye uthumele isihlobo sakho, iqabane lasemsebenzini kwintsuku ezi-5 zokusebenza emva kosuku lokuqala ungenkeho.**

Kufanele rhoqo usoloko ungenisa isiqinisekiso sakho sakwagqirha kunye nesicelo sakho. Ungangenisa ingxelo kagqirha exhasayo ekhoyo kwakunye nolwazi, kwakunye nempembelelo ebhaliweyo oyingenisa kunye nesicelo semvume yokungabikho. Bhokiselela nakulwaMkelo lweziQinisekiso zikaGqirha.

- Yeka ukusebenzisa kakubi ikhefu elinokongezwa xa ulisebenzise laphela elakho.
- Bambelela uye kumaxesha alungiselelweyo ukuze uxilongwe ngokungaphaya ngugqirha ahlelwe, acelwa kwaye ahlelwe nobuhlelwe nguMphathi woMqeshi kwiNgozi yeMpilo.

**INGABA ZEZIPHI IIMFANELO ZOMQESHI?**

Umqeshi uza kukunika ikhefu elinokongezwa xa ulisebenzise laphela elakho ngoxhomekeko kwisiphumo sophando

kubunjaniendalweni nakubukhulu bekhefu elinokongezwa xa ulisebenzise laphela elakho.

Umqeshi uya kulawula aphande ngesicelo sakho, ngokuncediswa nguMphathi woMqeshi kwiNgozi yeMpilo, ngokwemigqaliselo yomGaqo-Nkqubo nakwiNkqubo kwiKhefu elinokoNgezwa xa ulisebenzise laPhela elakho junye ne-III-yoMhlalaphantsi ngenxa yempilo (Policy and Procedure on Incapacity Leave and I11-health Retirement )(PILIR). Kunokufunwa ukuba wenze uxilongo lonyango olungaphaya njengenxeny yophando ukwenzela umqeshi athabathe isigqibo esisekelwe elwazini kwikhefu elinokongezwa xa ulisebenzise laphela elakho umz. ulungiselelo olunokwenzeka kokuungqonge umsebenzi wakho okanye enye ingqesho.

Umqeshi uya kundazisa ngokufunyenweyo kwebekuphandwa ngako kwaye athabathe amanyathelo afanelekileyo ngokokokufunyenweyo.

### **INGABA YINTONI UMHLALAPHANTSI NGENXA YOKUGULA?**

Xa kucaca ukuba awunakuphinda usebenze ngenxa yezizathu zokugula, ungakhutshwa/udle umhlalaphantsi engqeshweni yeeNkonzo zasebuRhulumenteni xa ugula.

### **INGABA AQUELTHE NTONI?**

Nokuba nguwe okanye umqeshi wakho angaqalisa inkqubo yomhlalaphantsi ngenxa yokugula xa kukokrelwa ukuba **awunakuba nako isigxina** ukuphinde usebenze. Oku mhlawumbi kungaba kwenzeka emva kwengozi yemoto emandundu.

Ukuba wenza isicelo sekhefu elinokongezwa xa ulisebenzise laphela elakho ixesha elide kwaye uphando lomqeshi lube lubonisa ukuba awunakuba nako isigxina ukuphinde usebenze, bangasitshintsha isicelo sakho sekhefu elinokongezwa xa ulisebenzise laphela elakho sibe sisicelo somhlalaphantsi ngenxa yokugula.

### **INGABA ZITHINI IMFANELO ZAKHO?**

- Ungacelwa ukuba ugcalise iifom ezithile zesicelo somhlalaphantsi ngenxa yokugula.
- Ngenisa iziqinisekiso zikagqirha nayo nayiphina ingxelo kagqirha exhasayo ekhoyo kwakunye nolwazi kunye nesicelo. Bhikiselela nakulwaMkelo lweziQinisekiso zikaGqirha.
- Bambelela kwaye uye kumaxesha alungiselelwe uxilongo olungaphaya ngugqirha oluhleliweyo. aceliweyo nahlelwe nguMphathi woMqeshi weNgozi kwiMpilo.

### **INGABA ZITHINI IMFANELO ZOMQESHI?**

Umqeshi uya kulawula aphande ngesicelo sakho, ngokuncediswa nguMphathi woMqeshi kwiNgozi yeMpilo, ngokwemigqaliselo yomGaqo-Nkqubo nakwiNkqubo kwiKhefu elinokoNgezwa xa

uliSebenzise laPhela elakho junye ne-III-yoMhlalaphantsi ngenxa yempilo (Policy and Procedure on Incapacity Leave and I11-health Retirement )(PILIR). Kunokufunwa ukuba wenze uxilongo lonyango olungaphaya njengenxeny yophando ukwenzela umqeshi athabathe isigqibo esisekelwe elwazini kwikhefu elinokongezwa xa ulisebenzise laphela elakho umz. ulungiselelo olunokwenzeka kokuungqonge umsebenzi wakho okanye enye ingqesho.

Umqeshi uya kundazisa ngokufunyenweyo kwebekuphandwa ngako kwaye athabathe amanyathelo afanelekileyo ngokokokufunyenweyo..

### **UKWAMKELEKA KWEZIQINISEKISO ZIKAGQIRHA!**

Malunga neenjongo **zekhefu lokugula eqhelekileyo** iziqinisekiso zikagqirha ezikhutshiweyo zaze zasayinwa ngoogqirha nangabantu abaqinisekisiweyo ukuba bafumanise isifo ngokusixilonga kwaye banyange izigulane kwaye ababhalise kumabhunga ala magcisa alandelayo aseke ngumThetho wePalamente ziyaa kwamkeleka:

- IBhunga lamaGcisa eMpilo loMzantsi Afrika
- IBhunga lamaGcisa eMpilo eliManyeneyo loMzantsi Afrika
- IBhunga laBongikazi loMzantsi Afrika

Ngeenjongo zekhefu elinokongezwa xa ulisebenzise laphela elakho umqeshi uya kwamkela kuphela iziqinisekiso zikagqirha ezikhutshwe zasayinwa ngoogqirha ababhalise kwiBhunga lamaGcisa eMpilo loMzantsi Afrika kwaye abaqinisekisiwe ngokusemthethweni ukuba baqonde isifo ngokusixilonga kwaye banyange izigulane. Isiqinisekiso esinjalo sikagqirha, kufanele ngemvume yakho esekelwe elwazini, sichaze ubunjani hlobo nobukhulu besigulo/ umonzakalo.

Isiqinisekiso sikagqirha kufanele siqulathe olu lwazi lulandelayo:

- Igama, idilesi neziqinisekiso zikagqirha
- Igama lomguli
- Umhla nexesha lokuxilonga
- Ugqirha nokuba ukhupha isiqinisekiso ngenxa yemigqaliselo eyeyakhe ngexesha lokuxilonga, okanye ngenxa yolwazi olufumaneka kwisigulane kwaye olusekelwe kwimiba eyamkelekileyo yonyango.
- Inkcazelo yesigulo/ ukuphazamiseka, ngaphandle kokuba isigulane sinike imvume yokuxelwa kolwazi olunjalo.
- Mhlawumbi isigulane asiwulungelanga nokupheleleyo umsebenzi okanye isigulane siya kuba nako ukwenza imisebenzi engekho nzima kakhulu kwisimo sasemsebenzini.
- Ixesha ekwenziwa isincomi salo sekhefu lokugula kwanomhla wokukhupha isiqinisekiso sokugula
- Ukwaziswa kukagqirha ukuba usebenzisa iziqinisekiso zonyango esele zishicilelwe, amagama angangeniyi kwisigulane kufaneleke icinyiwe.

### **QAPHELA!**

Umqeshi angacingela kuphela kwaye aqalise uphando lwesicelo sakho xa ungenise ifom yesicelo esigcaliswe ngokufanelekileyo nawo onke amaxwebhu afunekayo. Oku kubandakanya ukubuyela kugqirha wakho ukuba agcalise ingxelo eyimfuneko neyinxeny yeefom zezicelo. Ifom engagqitywanga ukugcaliswa ingafaka engozini ufikelelo lwakho kwikhefu elinokongezwa xa ulisebenzise laphela elakho okanye umhlalaphantsi ngenxa yokugula.

Ukuba u –

- funa ixesha lokudibana nogqirha, umnyangi, njl-njl, malunga nezizathu eziphathelene nempilo yakho/ukuba sempilweni; okanye
- ngabikho inxeny yosuku ngenxa yokugula okanye ukwenzakala; okanye
- khubazsekile kufuneka uyokulungisa izixhobo ezisetyenziswayo ngenxa yokukhubazeka kwakho,

umqeshi uya kukunika ixesha lokungabikho ngenxa yoku. Umqeshi uya kugcina ngokubhaliweyo irekhodi zamaxesha anjalo asetyenziswe njengamaxesha okungabikho de abe lusuku olugcweleyo. Luya kuthi ke lutathwe kulungiselelo lwakho lwekhefu lokugula.

Kwimeko enjalo uya kulindeleka ukuba ugcalise irejista yexesha lokungabikho ngeenjongo zokurekhoda.

Ubungqina bezehlo ezinjalo ngokucacileyo buya kuba yimfuneko.

**ULWAZI OLUTHE VETSHE LUNOKUFUNYANWA KWI-HR/ I-OFFISI YAKHO YABASEBENZI.**

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