



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## ILIFU YOKUGULA, YANYANA SELE UQEDE AMALANGA WAKHO WOKUGULA KUNYE NEYOKUTHATHA UMHLALAPHASI NGENCA YOKUGULA EKORWENI YEMBUSWENI

### KUNGBANGALANI KUBE NELIFU YO KU GULA?

Kungenzeka epilweni bonyana ugule namkha ulimale lapho ke uzakutlhogisa ilifu yokugula ukuze uphole ekuguleni namkha ekulimaleni. Tjheja ngombana ukulimala okutjihiwo lapha akutjihiwa ukulimalala emsebenzini.

### YINI AMALUNGELO WAKHO?

Unamalanga ama-36 wokugula lapho ubhadalwa ungasebenzi kusayikela yelifu yokugula. Isayikeli yelifu yokugula sikhathi seminyaka emithathu elandelanako. Isayikeli yelifu yokugula yagadesi yathoma ngomhlaka 1 kuTjhirweni 2007.

### NGIZIPHI IIMBOPHO O NA ZO EKUSEBENZISENI ILIFU YAKHO YOKUGULA?

- Nangabe u suke wazingaphambili bonyana umele uye esibhedlela, isib. Uyokuhlinzwa, yenza isibawo selifu yokugula ngaphambili.
- Namkha kunjalo, nangabe uthonywe kugula namkha ulimele kungakatjhejwa, yazisa isikhulu sakho ngokurhabako nangabe awukwazi ukusebenza ngesibanga sokugula namkha sokulimala. Umlayezo othunyelwa sihlolo, ngosebenza naye namkha mngani uyamukeleka nangabe ukugula / ukulimala kukuvimbela bonyana ukhulume nesikhulu sakho wena ngokwakho.

**OKUQAKATHEKILEKO:** Kumele uzithele wena ngokwakho isibawo sokugula namkha silethwe sihlolo, ngosebenza naye amalangi amahlanu emva kwelanga linye ungekho emsebenzini.

- Kumele ulethe incwadi ebuya kudorhodere nawulove amalanga ama-3 nangaphezulu BEGODU nasele uyisebenzisile ilifu yakho yokugula amahladla adlula kamabili esikhathini seemveke ezi-8, ngaphandle kokuqala isikhathi osilovileko. Qala godu KwamaMukelwa kweeNcwadi

zaboDorhodere (Acceptance of Medical Certificates) ngaphasi.

- Sebenzisa begodu ulawule ilifu yokugula ngendlela yokuzibophelela begodu ucabangisise ngelifu yokugula yesayikele.
- Ungayisebenzisi ilifu yokugula ngaphandle kobana ugule namkha ulimale njengombana ungacina usenrarweni wokuthayelelwa yilifu yakho yokugula.

### NGIZIPHI IIMBOPHO ZOMQATJHI?

- Kumele atjheje akunikele ilifu yokugula ngendlela oyibawe ngayo.
- Kumele baphenye bebabeke ilihlo emalanga ajayelekileko welifu yokugula bonyana akasetjenziwa butjhilweni. Begodu bathathe amagadango nakufunekako. Umqatjhi ngesinye isikhathi kungenzeka abuze incwadi kadorhodere nanyana kumalanga angaphasi kwamathathu nangabe kube nobugrikijane obusolalalako.
- Ukuyelelisa abasebenzi bonyana basebenzise ngokutjheja ilifu yokugula.
- Zijayeze ngebhoduloko lemsebenzini namkha iimfuneko zomsebenzi namkha ufune omunye umsebenzi, nakube kunesidingo.

### IYINI ILIFU ONIKELWA NASELE UQEDE AMALANGA WAKHO WOKUGULA WESAYIKELI?

Ilifu onikelwa nasele uqede amalanga wakho wokugula kulisizo ongalibawa ngesikhathi sewuqede amalanga wakho welifu yokugula yesayikela yeminyaka emithathu. Ilifu yokugula yenzelwe ukulawula okuhlukaniswe ngemihlobo emibili yeengaba:

Ilifu onikelwa nasele uqede amalanga wakho wokugula wesikhathi esifitjhani:- kulapho isikhathi selifu onikelwa nasele uqede amalanga wakho wokugula osibawako simalanga ama-29 namkha ngaphasi.

Ilifu onikelwa nasele uqede amalanga wakho wokugula wesikhathi eside:- kulapho wenze isibawo selifu yamalanga ama-30 namkha nangaphezulu.

### UTHOLANI KILELISIZO?

Ungenza isibawo selifu onikelwa nasele uqede amalanga wakho wokugula nawenza lokho okuphathelele nokungakghoni, kuya ngoko:

- Letha incwadi kadorhodere njalo nawenza lokho okuphathelele nokungakghoni, begodu

- Nepheno lomqatjhi ngobujamo nangobungako bokugula namkha ukulimala kwakho..

#### OKUQAKATHEKILEKO:

Kungenzeka ungasasebenzisi I-Zi ukwenza isibawo selifu onikelwa nasele uqede amalanga wakho wokugula. Sekukhona amaforomo ahlukelele wokwenza isibawo sesikhathi eside nesikhathi esifitjhani. Qiniseka bonyana amaforomo azaliseke kuhle nabo boke ubufakazi bunanyathiselwe..

### NGIZIPHI IIMBOPHO ZAKHO?

- Yenza isibawo eforomeni elifunekako. Tjheja bonyana wenza isibawo samalanga welifu eforomeni elenzelwe lokho ngokwahlukana kwamalanga wesikhathjhana namade. Kungenzeka ungasasebenzisa amaforomo we Z1 ukwenza isibawo.
- Nangabe wazi ngaphambi kwesikhathi bonyana uzokuya esibhedlela, isibonelo ukuhlinzwa, yenza isibawo sakho ngaphambi kobana uye esibhedlela.
- Namkha kunjalo, nangabe ugule unqatjheji namkha ulimele, yazisa isikhulu sakho msinyana nangabe awukwazi ukusebenza ngobujamo okibo. Umbiko oletlwa sihlolo, ngosebenza naye namkha umngani uyamukelwa kuphela nangabe ubujamo namkha ukugula / ukulimala kwakho kukuvimbela bonyana ukhulume nesikhulu sakho namkha umphathi wakho ngokwakho.

#### OKUQAKATHEKILEKO:

Kumele ulethe isibawo selifu yakho yokugula wena ngokwakho namkha uthemele isihlolo, osebenza naye ngamalanga amahlanu emva kwelanga lokuthoma unqakezi emsebenzini

- Kumele ulethe incwadi kadorhodere nawenza isibawo. Ungaletha imibiko yokwelatjiswa kunye nelwazi elisekelako, kunye nomtlo osekela isibawo sakho selifu onikelwa nasele uqede amalanga wakho wokugula. Qala godu ukwamaMukelwa kweeNcwadi zaboDorhodere (Acceptance of Medical Certificates).
- Lisa ukusebenzisa ilifu leyo oyithola sewuqede amalanga wakho wokugula.
- Bamelela begodu uhloniphe iinkhathi onikelwe zona ukuyokuhlola kezwelatljiswa ezihlelwe yi- Employer's Health Risk Manager.

## NGIZIPHI IIMBOPHO ZOMQATJHI?

Umqatjhi uzakunikela ilifu onikelwa nasele uqede amalanga wakho wokugula ngamabanga athileko ngokuya ngokwemiphumela yephenyo ngobujamo belifu onikelwa nasele uqede amalanga wakho wokugula.

Umqatjhi uzakulawula abe aphe nye ngesibawo sakho, ngokurhelejwa yi-Health Risk Manager, ngokuya ngokomThethomgomo kunye neKambiso ngokwamalanga wokungakghoni kunye ne- Ill-health Retirement (PILIR). Kungenzeka ubuyele uhlole ngabezokwelapha ukuhlolisisa ubujamo bakho ukuze umqatjhi athathe isiqu nto asazi ngobujamo bakho bokungakghoni namkha isib. Ngokuzijayeza ngebhoduloko lomsebenzi namkha ukuqatjiswa lapha khunye.

Umqatjhi uzokwazisa ngakutholileko bese uthatha amagadango ngokuya ngokwemiphumela ayitholileko.

## UYINI UMHLALAPHASI NGENCA YOKUGULA?

Nawungasakwaziko ukusebenza kwasafuthi ngenca yokugula, ungakhitjwa / uthathiswe umhlalaphasi wokusebenzela iKoro yeMbusweni ngeenzathu zokwelatjiswa.

## LOKHU KUPHATHELENE NANI?

Kungaba nguwe namkha umqatjhi wakho ongathoma afune bonyana uthathe umhlalaphasi ngebanga lokugula nangabe kuyasolakala kobanyana angekhe **usakwazi ukusebenza kwasafuthi**. Lokhu kungenzeka isib. Nangabe uthole ingozi ekulu yekoloyi.

Nangabe wenze isibawo ozena nasele uqede amalanga wakho wokugula kwesikhathi eside begodu nepheno lomqatjhi liyatjengisa bonyana angekhe usakwazi ukusebenza kwasafuthi, bangakhuphula isibawo sakho ozena nasele uqede amalanga wakho wokugula sibe isibawo somhlalaphasi wokugula.

## NGIZIPHI IIMBOPHO ZAKHO?

- Ungakhonjelwa ukuzalisa amaforomo wesibawo somhlalaphasi ngamaforomo enzelwe lokho.
- Ungaletha isibawo sakho nencwadi kadorhodere neminye imibiko yokugula esekelako. Qala ukwaMukelwa kweeNcwadi zaboDorhodere.
- Bambelela begodu uhloniphe iinkhathi onikelwe zona ukuyokuhlolwa kezokwelatjiswa ezihlelwe yi- Employer's Health Risk Manager.

## NGIZIPHI IIMBOPHO ZOMQATJHI?

Umqatjhi uzakulawula abe aphe nye isibawo sakho, ngokurhelejwa yi-Health Risk Manager, ngokuya ngokwe-PILIR. Kungenzeka bona uhlole godu ngabezokwelapha njengengceny yephenyo

ukuze umqatjhi athathe isiqu nto ngento ayaziko ngomhlalaphasi wokungaphili kühle, namkha nangabe awusakwazi ukusebenza unomphela, athathe isiqu nto asazi, isib. Ukuzijayeza ibhoduloko lomsebenzi namkha omunye umsebenzi.

Umqatjhi uzakwazisa ngabakufumeneko begodu athathe amagadango adzimelele kilokho okutholakeleko.

## UKWAMUKELWA KWENCWADI KADORHODERE!

Nangabe kuyilifu yokugula ejayekekileko iincwadi zaborhodere ezitlikitlwe bodorhodere nabantu abagunyaziweko ukuhlola nokwelapha isigulani labo abatlolise nemikhandlu elandelako yeenkhundla eyahlonywa mThetho wePalamende zizakwamukelwa:

- UmKhandlu weeNkhundla zokweLapha weSewula Afrika
- UmKhandlu weeNkhundla zokweLapha oBumbeneko weSewula Afrika
- UmKhandlu waboNesi weSewula Afrika

Nangabe kuyilifu onikelwa nasele uqede amalanga wakho wokugula umqatjhi uzakwamukela kwaphela incwadi kadorhodere ekhitjwe beyatlikitlwa ngudorhodere otlolise nomKhandla weenKhundla zokweLapha weSewula Afrika lowo ogunyazwe bonyana ahlole bekalaphe iingulani. Iincwadi zaborhodere ezinjalo kumele, ngokukhulumisana nawe, zihlathulule ubujamo bokugula / bokulimala kwakho.

Incwadi kadorhodere kumele ibe nelwazi elilandelako:

- Igama, I-adresi kunye neziqo zikadorhodere.
- Igama lesigulani
- Ilanga nesikhathi sokuhlolwa kwesigulani.
- Noma ngabe udorhodere ukhipha incwadi njengemiphumela yokulandelela ngesikhathi sokuhlola, namkha ngemiphumela yelwazi ayinikelwa sigulani begodu kumele kube ngileyo edzimelele kuzizathu zokwelatjiswa.
- Ihlathululo yokugula / yokungaziswa kühle, nangabe isigulani siveza amaziso waso ngokuvezwa kwelazi ngokugula kwakhe.
- Nomangabe isigulani sigula khulu asikwazi ukuya emsebenzini namkha isigulani singenza umsebenzi ongasi budisi.
- Isikhathi esenyulwako selifu yokugula kunye nelanga okukhitjwe ngalo incwadi kadorhodere yokugula.

- Ibonakaliso kadorhodere nangabe usebenzisa iincwadi zaborhodere ezitolelwe safuthi, amagama angatjho lokho isigulani esinakho kumele esulwe.

Yethemba kobanyana umqatjhi, ngokuya ngokwamalungelo wentumba wangokomthethosisekelo, indlela yokuziphatha kumithethokambiso yabasebenzi bomphakathi, kumele kugqinwe loke ilwazi libe yifihlo malungana nobujamo bokugula komsebenzi nangokuhlonipha okufaneleko. Ukwephula kwamalungelo lawo kuzakuqalwa ngelihlo elibukhali begodu namagadango afaneleko

## TJHEJA!

Umqatjhi angaqala begodu athome iphenyo ngesibawo sakho emva kobanyana usilethile, isibawo esizalisiwe kunye nemitololo yoke efunekako. Lokhu kufaka hlangana ukubuyela kudorhodere ukuze azalise umbiko ofunekako okuyingceny yeforomo lesibawo. Iforomo elingakapheleli lingona amathuba wokuthola ilifu onikelwa nasele uqede amalanga wakho wokugula namkha umhlalaphasi wokugula.

Nangabe u:

- funa isikhathi sokuya kudorhodere, kutheraphisti, nabanye ngesizathu esiphathelene nepilo / ukugula; namkha
- Awukho emsebenzini isiqu nto selanga ngesibanga sokulimala / sokugula
- Okhubazekile kumele ayokulungisa iinsetjenziswa azisebenzisela ukukhubazeka kwakhe,

Umqatjhi uzakunikela isikhathi sokulova. Umqatjhi uzakugcina amarekhodi awenze ngesandla walezoonkathi kufikela kubalilanga elizeleko. Lizabe selithathwa emalangenini wakho welifu yokugula onikelwe wona.

Uzakukhonjelwa ukuzalisa irejista yokungabikho ukuze kuhlale kunamarekhodi.

Ubufakazi bezenzeko ezinje buyafuneka.

**ILWAZI ELINENGI LINGATHOLAKA KUBASEBENZI BE-OFFISI YE-HR.**

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