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**Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA**

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File : 17/11/P

TO HEADS OF NATIONAL AND PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

GUIDELINES ON THE MANAGEMENT OF SPOUSES THAT WILL ACCOMPANY EMPLOYEES DESIGNATED TO SERVE ABROAD

1. When an employee is posted abroad to the Republic of South Africa (RSA) Mission (hereafter referred to as the designated employee), the spouse of this employee in many instances has to resign from his/her current employment and either interrupt or forgo a career in the process.
2. In the instance where these spouses are public service employees (hereafter referred to as the Spouse), the State as employer may grant them unpaid leave for the tenure of the designated employee's posting. Because of this discretion, many departments have opted not to grant unpaid leave to these Spouses.
3. The Minister for the Public Service and Administration, has following the approval by Cabinet, approved the issuing of the attached guidelines on the management of the spouses that will accompany employees designated to serve abroad. The purpose of these guidelines is to provide departments with advice to accommodate these spouses, in respect of the following:
 - 3.1. Unpaid leave for the duration of the designated employee's posting abroad;
 - 3.2. Permission to perform work outside employment in the public service;
 - 3.3. Remuneration and conditions of service during periods of unpaid leave;

- 3.4. Personal development through departmental bursary policies/programmes to enhance and retain the Spouse's skills on his/her return to the public service;
 - 3.5. Diplomatic immunity when a Spouse takes up employment outside the mission; and
 - 3.6. Proposed procedures to facilitate applications for unpaid leave and/or alternative employment abroad, and where applicable, applications for permission to perform work outside the public service.
4. The annual reports referred to in paragraph 11 of the attached guidelines must reach this Department by no later than 30 April of each year.



ACTING DIRECTOR-GENERAL

DATE: 27/9/2013