



CIRCULAR H 168 / 2020

**TO ALL HEADS OF DIVISIONS/ CHIEF DIRECTORATES/ DIRECTORATES/ HEADS OF INSTITUTIONS/ REGIONS/ DISTRICTS/ SUBSTRUCTURES**

**UTILIZATION OF UNUSED 2019 ANNUAL LEAVE BEFORE 31 DECEMBER 2020**

1. Departmental Circular H96 of 2020 dated 27 May 2020 as well as the attached Department of Public Service and Administration (DPSA) Circular 30 of 2020 dated 3 August 2020 refers.
2. Paragraph 4 of the DPSA circular indicates that for the purposes of the 2019 annual leave cycle, as a once off arrangement, it is determined that the remaining days of unused leave for the 2019 annual leave cycle shall be utilized within a 24-month period. **The 24-month period will end on 31 December 2020.** All remaining unused leave for the 2019 cycle shall fall away thereafter. However, where leave due was applied for, could not be re-scheduled and not taken due to the employer's service delivery requirements, such leave shall be paid at the end of the 24-month period. Furthermore, **the adjusted time-line of 24 months will only be applicable for the leave of the 2019 annual leave cycle.**
3. A report on 2019 unused leave credits will be made available to all institutions/substructures/districts and regions. HR offices should, in consultation with managers/supervisors, ensure that the credits indicated are a true reflection and that all 2019 annual leave taken is captured on PERSAL **before 31 August 2020.** Attached PERSAL notice No 364 in this regard.
4. All employees with unused 2019 annual leave credits must be informed in writing thereof. Proper leave planning of such leave must be done and leave forms must be completed and submitted to HR offices **before 18 September 2020 and should be captured before 25 September 2020**
5. In the event of any **2019** planned annual leave applications as was captured is cancelled, the respective Head of the Institution/ Directorate may only do so in **highly exceptional circumstances** due to operational requirements. The reasons must be clearly documented in each instance and the leave must be rescheduled before 31 December 2020. Any unused 2019 annual leave credits not utilized by 31 December 2020 will be forfeited. Chief Directors responsible for HR matters and

CEO's of Tygerberg, Grootte Schuur and Red Cross Hospitals must ensure that all 2019 leave in respect of Institutions under their control is taken as soon as possible.

6. **Heads of Institutions/Directorates** are required to ensure and confirm to the Chief Directors responsible for HR/PM matters and CEO's of Tygerberg, Grootte Schuur and Red Cross Hospitals that a proper leave plan in respect of the unused 2019 leave is in place and the leave applications of such periods have been captured on PERSAL by **25 September 2020**. In terms of the DPSA directive the Head of Department must report to DPSA **before 30 September 2020** on the following matters:
  - a. Number of employees identified with outstanding 2019 annual leave credits
  - b. Occupational categories
  - c. Total annual leave days and monetary value and average annual monetary value
  - d. Certification by the Head of Department that a leave plan has been produced by the respective Head of Institutions for the timely use of the 2019 unused leave credits.
7. The Head of Department must also report to DPSA by 31 March 2021 regarding the utilization and management of the 2019 unused leave as at 31 December 2020. Should the above measures be adhered to, the Department does not foresee that there should be any unused leave from the 2019 cycle. **Heads of Institutions/Directorates and Chief Directors responsible for HR/PM matters and CEO's of Tygerberg, Grootte Schuur and Red Cross Hospitals will be held responsible for this.** The Annexure A must be signed by at least the Chief Director responsible for the HR/PM matters and submitted to the Acting Director: People Practices and Administration (For Attention: Ms. A Jooste) before 28 February 2021.
8. This grace period for 2019 leave is only a **once-off arrangement** due to the COVID-19 pandemic. It is therefore important that Managers/supervisors must ensure that proper planning of 2020 leave is done by **30 November 2020**. Head of Institutions must obtain PERSAL leave reports on a monthly basis and monitor the leave credits to prevent a similar situation at the end of June 2021.
9. Kindly bring the content of this circular to the attention of all employees.



**HEAD OF DEPARTMENT**

**DATE: 17 AUGUST 2020**