

**CIRCULAR NO H 220 /2020**

**TO ALL HEADS OF DIVISIONS/CHIEF DIRECTORATES/ DIRECTORATES/ REGIONS/ DISTRICTS/ SUB STRUCTURES/ PEOPLE MANAGEMENT MANAGERS**

**LEAVE MATTERS: QUARANTINE/ISOLATION, SCHEDULED SURGICAL PROCEDURES AND PERSAL LEAVE CODES**

1. This response serves to provide guidance on issues in the workplace regarding the administration and processing of the various types of leave of absence related to the Covid-19 pandemic.

**2. REVISED ISOLATION/QUARANTINE PERIODS FOR COVID-19**

The isolation periods for patients who were exposed and who tested positive for Covid-19 have been adjusted from 14 days to 10 days, in accordance with the Notice issued by the National Department of Health on 17 July 2020 and Circular H174/2020 issued on 3 September 2020.

**3. QUARANTINE/COVID TEST BEFORE A SURGICAL PROCEDURE OR OPERATION**

3.1 An employee who needs to quarantine or have a Covid-19 test done as a precautionary measure prior to a scheduled surgical procedure will be granted **Special leave** for the quarantine period. Substantiating proof must be provided indicating the dates and reason for the quarantine period.

3.2 Normal sick leave will take effect from the day of the operation until the end of the period as recommended by the treating physician.

**4. PERSAL COVID-19 LEAVE CATEGORY CODES**

Specific PERSAL codes have been created for the capturing of the various types of Leave related to the Corona Covid-19 virus pandemic: (Please refer to the previously issued PM responses for clarity on the types of leave applicable to each situation.)

Type of leave	Leave category	Leave sub-category
COVID-19 ANNUAL LEAVE	<b>50</b>	<b>515</b>
COVID-19 SICK LEAVE	<b>51</b>	<b>516</b>
COVID -19 SPECIAL LEAVE	<b>59</b>	<b>691</b>

5. The contents of this circular must be brought to the attention of all employees.



**HEAD: CORPORATE SERVICES**

**DATE: 10 DECEMBER 2020**