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To: Deputy Directors-General, Chief Directors, Directors and Deputy Directors (Head Office and district offices), Circuit Managers, Heads of all education institutions and Recognised Employee Parties

Short summary: *Process and procedure regarding long service recognition.*

**Subject: Long service recognition for employees (office- and institution-based educators and public service personnel)**

1. This circular serves to outline the process of recognition for long service to qualifying employees with reference to the monetary benefit and, where applicable, increased annual leave entitlement.
2. Public Service Coordinating Bargaining Council Resolution 01 of 2012, dated 31 July 2012, recognises long service, to honour and reward employees who dedicated themselves to public service for 10, 20, 30, and 40 years.
3. Institution-based support staff along with office-based employees who have reached 10 or more years continued service, qualify for 30 working days annual leave.
4. A cash award is paid for continuous service for 20, 30 and 40 years. This amount is adjusted annually on 01 April according to the average consumer price index for the period commencing in January to December of the preceding year. This amount is available on the Department of Public Service and Administration website and is subject to tax.
5. The Directorate: Service Benefits endeavours to process the cash award in the month following the qualifying period.

6. In addition to the above prescribed benefits, the Western Cape Education Department, subject to the availability of funds, annually arranges formal Long Service Awards events for employees, in the year following the qualifying period. Employees are advised to update their contact details, especially their cell phone numbers, and access their Western Cape Government email addresses to ensure that they receive and are able to respond to the invitation to the Long Service Awards events.
7. Employees are advised to contact the Call Centre on 0861 819 919 or email Client Services at [WCED.CallCentre@westerncape.gov.za](mailto:WCED.CallCentre@westerncape.gov.za) or [WCED.WalkinCentre@westerncape.gov.za](mailto:WCED.WalkinCentre@westerncape.gov.za) via the principal/manager, should the employee suspect that his/her appointment date on his/her payslip is incorrect.
8. Kindly bring the content of this circular to the attention of all concerned.

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2025-02-06