

Navrac
Enquiries P. Michau
IMibuzo
Telefoon
Telephone (021) 467 2882
IFoni
Faks
Fax (021) 4672996
IFeksi
Verwysing
Reference 6/2/1/B
ISalathiso



Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEBE IeMfundo leNtshona Koloni

CIRCULAR 0053/2001

TO:

ALL CHIEF DIRECTORS, DIRECTORS, AREA AND CIRCUIT MANAGERS, SUBJECT ADVISORS, HEADS OF EDUCATIONAL INSTITUTIONS AND RECOGNISED LABOUR UNIONS.

VACATION LEAVE POLICY AND PROCEDURES FOR PUBLIC SERVICE STAFF EMPLOYED AT EDUCATIONAL AND TRAINING INSTITUTIONS

1. After consultation with the recognised Labour Unions attached to the Provincial Bargaining Council, consensus was reached on the implementation of the following leave policy for Public Service Staff employed at state educational institutions, with effect from 1 June 1999.

2. PURPOSE OF POLICY

The new policy for Public Service Staff (non-teaching staff) employed at state educational institutions is to provide a uniform leave dispensation for all staff to ensure that administrative and cleaning support services can be performed effectively.

3. REASONS FOR NEW VACATION LEAVE POLICY

- 3.1 When the former education departments were rationalised the WCED inherited a situation where leave dispensations applicable to officers and employees employed at educational and training institutions were applied in different ways.
- 3.2 When services and staff were integrated into the WCED the different applications of the leave dispensation caused much dissatisfaction among staff members and also had a negative effect on the smooth functioning of institutions.
- 3.3 The application of the vacation leave dispensation by the former education departments was as follows:

POST DESIGNATION	ANNUAL VACATION LEAVE ACCRUAL (days)		
	EX HOR	EX CED	EX DET
Cleaners	12	30	30
Administrative Staff	12	12	30
Foremen	12	30	30

MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE /
NCEDA UBHALE IINOMBOLO ZESALATHISO KUYO YONKE INBALELWANO

GRAND CENTRAL-GEBOU, LAER-PARLEMENTSTRAAT, PRIVAATSAK X9114, KAAPSTAD 8000
GRAND CENTRAL BUILDING, LOWER PARLIAMENT STREET, PRIVATE BAG X9114, CAPE TOWN 8000

3.4

At educational support institutions (excluding schools and training institutions) educators are required to work during school holidays while administrative staff are on vacation. This situation hampers effective service rendering and creates unnecessary tension between the different staff groups.

3.5

The discrepancies did not lie in the differences in leave dispensations, but in the differences in the application of the uniform leave classification.

3.6

The previous own affairs legislation that, inter alia, regulated the leave policies of the former education departments, has now been repealed. The last of this was Section 7 of the Education Affairs Act (House of Assembly) (Act 70 of 1988). The leave measures that were previously set out in the own affairs legislation are exactly the same as those contained in the Public Service Regulations.

4. PREScribed LEAVE DISPENSATION IN TERMS OF THE PUBLIC SERVICE REGULATIONS PROMULGATED UNDER THE PUBLIC SERVICE ACT, 1994 (PREVIOUS LEAVE POLICY)

4.1 Officers and employees employed at educational and training institutions are classified into the following groups for purposes of vacation and sick leave and are granted leave accordingly.

CLASSIFICATION	ANNUAL VACATION LEAVE ACCRUAL (DAYS)	NUMBER OF DAYS SICK LEAVE IN EACH CYCLE ON	
		FULL PAY	HALF PAY
Officers and employees employed at educational and training institutions which close completely during periods when instruction is suspended and who are eligible for non-accumulative leave	12	90	90

4.2 In terms of the Public Service Regulations officers and employees employed at educational and training institutions may be granted non-accumulative vacation leave during school or institutional holidays when instruction is suspended. If an officer or employee is required to remain on duty during periods of school or institutional holidays, he or she may be credited with accumulative vacation leave over and above the 12 days that can be accrued, equal to half the number of days in respect of which he or she remains on duty, but limited to a maximum of 25 days accumulative vacation leave per year ending on 31 December.

4.3 Officers and employees employed at educational and training institutions who are required to remain on duty during all periods when instruction is suspended shall be granted leave as follows:

CLASSIFICATION	ANNUAL VACATION LEAVE ACCRUAL (DAYS)	NUMBER OF DAYS SICK LEAVE IN EACH CYCLE ON	
		FULL PAY	HALF PAY
(a) Officers appointed before 1 July 1966 and classified in terms of the pre-revised vacation leave into-			
(i) Group 1A	38	120	120
(ii) Group 1B	36	120	120

(b) Officers appointed on or after 1 July 1966 and who have completed the following service:			
(i) Ten years or longer	36	120	120
(ii) Less than 10 years	30	120	120
(c) Employees who have completed the following service:			
(i) Ten years or longer	36	120	120
(ii) Less than ten years	30	120	120

5. NEW LEAVE POLICY

5.1 The implementation of Circular 71/99 dated 26 July 1999 with effect from 1 June 1999, to a certain extent hampered the effective administration of state educational institutions.

5.2 After critical analysis of the problems experienced with Circular 71/99, as well as discussions with different worker organisations and other interested parties, approval was granted for paragraph 5 of the circular to be repealed and substituted with the following uniform policy for all public service staff employed at state educational institutions, except personnel attached to teachers' centres and the farming division of agricultural schools.

5.2.1 Annual vacation leave accrual with effect from

(a) 1 June 1999 to 30 June 2000 12 calendar days per annum

(b) 1 July 2000 10 working days per annum
(The leave entitlement for the period 1 July 2000 to 31 December 2000 is 5 working days which should be utilised before 30 June 2001 in terms of Resolution 7 of 2000)

5.2.2 Number of days sick leave in every three-year cycle with effect from

(a) 1 June 1999 to 30 June 2000 with full salary 90 calendar days
with half salary 90 calendar days

(b) 1 July 2000 with full salary 36 working days

5.3 In terms of Annexure A(1)(a) and (b) of Resolution No 7 of 2000 (PSCBC) dated 28 September 2000, the services of aforementioned staff are suspended during the vacations of state educational institutions. However, staff who are instructed by the head of the institution, in terms of paragraph 4.2 of Circular 71/99, to render service during such vacation periods are credited over and above the 10 working days as mentioned, with half the number of days in respect of which he or she remained on duty, but limited to a maximum of 17 working days in a calendar year. Such persons can thus accumulate a maximum of 27 working days vacation leave credits per annum.

5.4 With reference to paragraph 5.3, it must be emphasised that the authority to issue instructions for the rendering of service during vacation periods rests with the head of the institution. In terms of the provisions of Annexure A of Resolution 2 dated 29 January 1999, an employee is guilty of misconduct if he or she fails to carry out such an instruction and, in accordance with the disciplinary procedures, will be strictly dealt with.

- 5.5 Heads of institutions should take notice of the fact that Resolution 7 of 2000 determines that vacation leave credits which are accumulated in a specific leave cycle must be utilised within 18 months, whereafter it is forfeited. (The leave entitlement for the leave cycle 1 January 2001 to 31 December 2001 must therefore be utilised within 18 months, i.e. before 30 June 2002)
- 5.6 Resolution 7 of 2000 also makes provision that, where an employee is prevented from utilising his/her vacation leave entitlement for a specific leave cycle within the prescribed 18 months, due to the employer's operational requirements, the employer (WCED) shall pay the cash value of such leave at the end of the 18 months. Heads of institutions are, however, requested to manage this process very carefully, as the WCED is, due to financial constraints, not in a position to pay out any unused leave.
- 5.7 The following leave policy is applicable to public service staff attached to teachers' centres and the farming division of agricultural schools:

(a) With effect from 1 June 1999 to 30 June 2000:

CLASSIFICATION	ANNUAL VACATION LEAVE ACCRUAL (DAYS)	NUMBER OF DAYS SICK LEAVE IN EACH CYCLE ON	
		FULL PAY	HALF PAY
(a) Officers appointed before 1 July 1966 and classified in terms of the pre-revised vacation leave into-			
(i) Group 1A	38	120	120
(ii) Group 1B	36	120	120
(b) Officers appointed on or after 1 July 1966 and who have completed the following service:			
(i) Ten years or longer	36	120	120
(ii) Less than ten years	30	120	120
(c) Employees who have completed the following service:			
(i) Ten years or longer	36	120	120
(ii) Less than ten years	30	120	120

(b) With effect from 1 July 2000:

(a) Personnel appointed before 1 July 1966:	
Annual vacation leave accrual	28 working days
Number of days sick leave in every 3 year cycle, with full salary:	36 working days

(b) Personnel appointed after 1 July 1966:

Annual vacation leave accrual with:

(i) At least 10 years service	26 working days
(ii) Less than 10 years service	22 working days
Number of days sick leave in every 3 year cycle, with full salary:	36 working days

6. PROCEDURES

6.1 The following procedures must be adhered to in the application of the dispensation in respect of paragraph 5.3 above:

6.1.1 Heads of educational institutions must, at least 30 days before the date on which the school or institutional holiday commences, issue a written instruction to an employee to remain on duty during such periods of school or institutional holidays. For this purpose the attached form (**Annexure A**) must be completed in duplicate. The original must be handed to the relevant employee and the copy must be kept on record for audit purposes.

6.1.2 At the beginning of each new school - or institutional term the head of the educational institution must inform his or her relevant area manager of the exact date/s on which the employee was on duty in the preceding school - or institutional holiday in order to credit the employee with accumulated leave in terms of paragraph 5.3 above. For this purpose the attached certificate (**Annexure B**) must be completed in triplicate. The original must be submitted to the area manager, one copy must be given to the relevant employee, and the other copy must be kept on record for audit purposes.

6.2 In respect of staff falling under the leave dispensation as set out in paragraph 5.5, an application for leave must be submitted in duplicate on the prescribed Z1 leave application form (copy attached) at least one month in advance. The completed leave forms, with the recommendation of the head of the institution, must be submitted to the relevant area manager for approval and for the debiting against the leave credits of employees.

7. DATE OF IMPLEMENTATION

The date of implementation remains 1 June 1999.

8. Please bring the contents of this circular to the attention of all Public Service staff at your institution.


 HEAD: EDUCATION
 DATE: 30 April 2001

Navrae
Enquiries P. MICHAU
IMibuzo
Telefoon
Telephone 4672882
IFoni
Faks
Fax 4672996
IFeksi
Verwysing
Reference
ISalathiso



Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISebe leMfundo leNtshona Koloni

Mr/Ms

.....

.....

.....

Dear Mr./Ms

RENDERING OF SERVICE DURING SCHOOL HOLIDAYS IN TERMS OF PUBLIC SERVICE REGULATION C 4.3.1

Kindly be informed that it is necessary that you report for official duty during the forthcoming school holidays. You are therefore requested to report for duty for the period to

The Department will be informed of the above-mentioned period of service so that your accumulated vacation leave can be credited appropriately.

Your co-operation in this regard is appreciated.

Yours faithfully

HEAD OF INSTITUTION
DATE:

WESTERN CAPE EDUCATION DEPARTMENT

The Area Manager

.....

**CERTIFICATE FOR DUTIES PERFORMED DURING SCHOOL HOLIDAYS IN
 TERMS OF PUBLIC SERVICE REGULATION C 4.3.1**

TITLE

--	--

SURNAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

PERSAL NO.

--	--	--	--	--	--	--	--

RANK

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INSTITUTION

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I,, in my capacity as
 hereby certify that
 Mr./Ms..... performed duties for the period
 to

He/she therefore qualifies to be credited with accumulated vacation leave for half
 of the above-mentioned period that he/she was on duty.

Signed at on this day of
:..... 20.....

HEAD OF INSTITUTION

INSTITUTION STAMP

DATE:

Navrac
Enquiries P. Michau
IMibuzo
Telefoon
Telephone (021) 467 2882
IFoni
Faks
Fax (021) 4672996
IFeksi
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Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEbe leMfundo leNtshona Koloni

OMSENBRIEF 0053/2001

AAN:

ALLE HOOFDIREKTEURE, DIREKTEURE, AREA- EN KRINGBESTUURDERS, VAKADVISEURS, HOOFDE VAN ONDERWYSINRIGTINGS EN ERKENDE VAKBONDE.

VAKANSIEVERLOFBELEID EN PROSEDURES VIR STAATSDIENSPERSONEEL IN DIENS BY ONDERWYS- EN OPLEIDINGSINRIGTINGS

1. Na gesprekvoering met die erkende werkersunies verbonde aan die Provinsiale Bedingingskamer, is konsensus bereik met betrekking tot die implementering van die volgende vakansieverlofbeleid vir Staatsdienspersoneel in diens by Staatsonderwysinstellings met ingang van 1 Junie 1999.

2. DOEL VAN BELEID

Die nuwe beleid vir Staatsdienspersoneel (nie-onderwyspersoneel) in diens by opvoedkundige inrigtings moet 'n eenvormige verlofbedeling vir alle personeel voorsien ten einde te verseker dat die administratiewe en skoonmaakdienste effektief uitgevoer kan word.

3. REDES VIR NUWE VAKANSIEVERLOFBELEID

- 3.1 Toe die vorige onderwysdepartemente gerasionaliseer is, het die WKOD 'n situasie oorgeneem waar die verlofbedeling van toepassing op beamptes en werknemers in diens by onderwys- en opleidingsinrigtings op verskillende wyses toegepas is.
- 3.2 Toe die dienste en personeel in die WKOD geïntegreer is, het die verskillende toepassings van die verlofbedeling groot ontevredenheid by personeel veroorsaak en ook negatief ingewerk op die gladde funksionering van die inrigtings.
- 3.3 Die toepassing van die vakansieverlofbedeling by die vorige onderwysdepartemente was as volg:

POSBESKRYWING	JAARLIKSE VAKANSIEVERLOFAANWAS (DAE)		
	EX RVV	EX KOD	EX DOO
Skoonmakers	12	30	30
Administratiewe personeel	12	12	30
Voormanne	12	30	30

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GRAND CENTRAL BUILDING, LOWER PARLIAMENT STREET, PRIVATE BAG 4, CAPE TOWN 8000

- 3.4 By opvoedkundige hulpentrums (uitgesonderd skole en opleidingsinrigtings) word van opvoeders verwag om gedurende skoolvakansies diens te verrig, terwyl administratiewe personeel met vakansie is. Hierdie situasie belemmer doeltreffende dienslewering en veroorsaak onnodige wrywing tussen die verskillende personeelgroepe.
- 3.5 Hierdie verskille kan nie toegeskryf word aan die verskil in verlofbedelings nie maar aan die verskil in die toepassing van die eenvormige verlofklasifikasie.
- 3.6 Die vorige eiesake-wetgewing wat, onder andere, die verlofbeleidsrigtings van die ex onderwysdepartemente gereël het, is nou herroep. Die laaste hiervan was artikel 7 van die Wet op Onderwysaangeleenthede (Volksraad) (Wet 70 van 1988). Die verlofmaatreëls wat voorheen in eiesake-wetgewing uiteengesit was, kom egter volkome ooreen met dié wat in die Staatsdiensregulasies neergelê word.

4. VOORGESKREWE VERLOFBEDELING INGEVOLGE DIE STAATSDIENSREGULASIES UITGEVAARDIG KRAGTENS DIE STAATSDIENSWET, 1994 (OU VERLOFBELEID)

- 4.1 Beampes en werknemers in diens by onderwys- en opleidingsinrigtings word vir doeleindes van vakansie- en siekteverlof in die volgende groepe ingedeel en verlof word daarvolgens toegestaan.

GROEPERINGS	JAARLIKSE VAKANSIE- VERLOF- AANWAS (DAE)	GETAL DAE SIEKTEVERLOF IN ELKE TYDKRING MET	
		VOLLE BETALING	HALWE BETALING
Beampes en werknemers in diens by onderwys- en opleidingsinrigtings wat geheel en al sluit gedurende tydperke waartydens onderrig opgeskort word en wat vir nie-oplopende verlof in aanmerking kom	12	90	90

- 4.2 Ingevolge die Staatsdiensregulasies kan nie-oplopende verlof met volle betaling gedurende skool- en inrigtingsvakansies waartydens onderrig opgeskort word, aan beampes en werknemers in diens by onderwys- en opleidingsinrigtings toegestaan word. Indien van 'n beampte of werknemer verwag word om gedurende skool- en inrigtingsvakansies aan diens te bly kan hy of sy gekrediteer word met oplopende vakansieverlof bo en behalwe die 12 dae wat opgebou kan word, gelykstaande aan die helfte van die aantal dae wat hy of sy aldus aan diens bly, maar beperk tot hoogstens 25 dae oplopende vakansieverlof per jaar wat op 31 Desember ten einde loop.
- 4.3 Verlof word as volg toegestaan aan beampes en werknemers in diens by onderwys- en opleidingsinrigtings wat verplig is om gedurende alle tydperke waartydens onderrig opgeskort word aan diens te bly.

GROEPERINGS	JAARLIKSE VAKANSIE- VERLOF- AANWAS (DAE)	GETAL DAE SIEKTEVERLOF IN ELKE TYDKRING MET	
		VOLLE BETALING	HALWE BETALING
(a) Beampes wat voor 1 Julie 1966 aangestel is en wat ingevolge die voorhersiene vakansie verlof ingedeel is by –			
(i) Groep IA	38	120	120
(ii) Groep IB	36	120	120

(b) Beampes wat op of na 1 Julie 1966 aangestel is en wat die volgende diens voltooi het:			
(i) Tien jaar of langer	36	120	120
(ii) Minder as tien jaar	30	120	120
(c) Werknemers wat die volgende diens voltooi het:			
(i) Tien jaar of langer	36	120	120
(ii) Minder as tien jaar	30	120	120

5. NUWE VERLOFBELEID

5.1 Die implementering van Omsendbrief 71/99 gedateer 26 Julie 1999, met ingang van 1 Junie 1999, het daartoe bygedra dat die doeltreffende administrasie van onderwys- en opleidingsinrigtings in 'n mate belemmer is.

5.2 Na 'n kritiese ontleding van die probleme wat met Omsendbrief 71/99 ondervind is en na gesprekvoering met die onderskeie werkersunies en ander belanghebbendes is goedkeuring verleen dat paragraaf 5 van gemelde omsendbrief herroep en vervang word met die volgende eenvormige beleid vir alle Staatsdienspersoneel verbonde aan onderwys- en opleidingsinrigtings, uitgesonderd personeel verbonde aan onderwyssentrums en die boerdery-afdeling van landbouskole.

5.2.1 Jaarlikse vakansieverlof-aanwas met ingang van

(a) 1 Junie 1999 tot 30 Junie 2000 12 kalender dae per jaar

(b) 1 Julie 2000 10 werksdae per jaar

(Vir die tydperk 1 Julie 2000 tot 31 Desember 2000 is die aanwas 5 werksdae en dit moet voor 30 Junie 2001 benut word volgens Resolusie 7 van 2000)

5.2.2 Getal dae siekteverlof in elke tydkring van 3 jaar met ingang van

(a) 1 Junie 1999 tot 30 Junie 2000 Volle salaris 90 kalender dae
Halwe salaris 90 kalender dae

(b) 1 Julie 2000 Volle salaris 36 werksdae

5.3 Ingevolge Bylae A(1)(a) en (b) van Resolusie 7 van 2000 (SDKBR) gedateer 28 September 2000 word hierdie personeel se dienste gedurende onderwys- en opleidingsinrigtings vakansies opgeskort, maar personeel wat deur die hoof van 'n inrigting aangesê word om in terme van paragraaf 4.2 van Omsendbrief 71/99 gedurende enige tydperk van sodanige vakansie diens te doen, word, bykomend tot die 10 werksdae verlofkrediet soos hierbo vermeld, gekrediteer met die helfte van die getal dae waarop van hom of haar verwag word om sodanige diens te doen, met dien verstande dat hoogstens 17 werksdae in 'n kalenderjaar so gekrediteer mag word. Sodanige persone kan dus 'n maksimum van 27 werksdae vakansieverlofkrediet per jaar opbou.

5.4 Met verwysing na paragraaf 5.3 hierbo word dit beklemtoon dat die bevoegdheid om opdragte vir die verrigting van vakansiediens uit te reik, by die inrigtingshoof berus. 'n Werknemer wat versuim om aan sodanige opdrag gehoor te gee, is ingevolge die bepalings van Bylae A van Resolusie 2, gedateer 29 Januarie 1999, skuldig aan wangedrag en daar sal ooreenkomstig dissiplinêre prosedure streng teen sodanige werknemer opgetree word.

- 5.5 Hoofde van inrigtings moet daarop let dat Resolusie 7 van 2000 bepaal dat vakansieverlofkrediet wat in 'n bepaalde siklus opgebou is, binne 18 maande benut moet word anders word dit verbeur. (Vakansieverlofkrediet opgebou in die siklus 1 Januarie 2001 tot 31 Desember 2001 moet binne 18 maande, d.w.s. voor 30 Junie 2002 benut word.)
- 5.6 Resolusie 7 van 2000 bepaal ook dat, indien 'n persoon as gevolg van operasionele behoeftes verhoed word om sy/ haar vakansieverlofkrediete binne 18 maande te benut, dié werkgewer (WKOD) die vakansieverlofkrediete moet uitbetaal. 'n Dringende beroep word op hoofde van inrigtings gedoen om hierdie proses te bestuur, aangesien die WKOD nie oor die fondse beskik om, in die geval waar vakansieverlofkrediete as gevolg van operasionele behoeftes nie benut kan word nie, dit uit te betaal nie.
- 5.7 Die volgende verlofbeleid is van toepassing op Staatsdienspersoneel verbonde aan onderwysentrums en die boerdery-afdeling van landbou-skole:

(a) Met ingang van 1 Junie 1999 tot 30 Junie 2000:

GROEPERINGS	JAARLIKSE VAKANSIE- VERLOF- AANWAS (DAE)	GETAL DAE SIEKTEVERLOF IN ELKE TYDKRING MET	
		VOLLE BETALING	HALWE BETALING
(a) Beampes wat voor 1 Julie 1966 aangestel is en wat ingevolge die voorhersiene vakansieverlof ingedeel is by –			
(i) Groep IA	38	120	120
(ii) Groep IB	36	120	120
(b) Beampes wat op of na 1 Julie 1966 aangestel is en wat die volgende diens voltooi het:			
(i) Tien jaar of langer	36	120	120
(ii) Minder as tien jaar	30	120	120
(c) Werknemers wat die volgende diens voltooi het:			
(i) Tien jaar of langer	36	120	120
(ii) Minder as tien jaar	30	120	120

(b) Met ingang van 1 Julie 2000:

(a) Personeel wat voor 1 Julie 1966 aangestel is:	
Jaarlikse vakansieverlofaanwas	28 werksdae
Getal dae siekteverlof in elke 3 jaar tydkring met volle betaling:	36 werksdae

(b) Personeel wat na 1 Julie 1966 aangestel is:

Jaarlike vakansieverlofaanwas met:

- | | |
|------------------------------|-------------|
| (i) Ten minste 10 jaar diens | 26 werksdae |
| (ii) Minder as 10 jaar diens | 22 werksdae |

Getal dae siekteverlof in elke 3 jaar tydkring, met volle betaling:	36 werksdae
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6. PROSEDURES

6.1 Die volgende prosedures moet nagekom word met betrekking tot die aansoek om die bedelings in paragraaf 5.3 hierbo:

6.1.1 Hoofde van onderwysinrigtings moet minstens 30 dae voor die datum waarop 'n skool- of inrigtingsvakansie 'n aanvang neem, 'n skriftelike opdrag aan 'n beampte en/of werknemer uitreik wanneer daar van hom of haar verwag word om aan diens te bly gedurende sodanige tydperke van skool- of inrigtingvakansies. Vir hierdie doel moet die aangehegte vorm (Bylae A) in duplikaat voltooi word. Die oorspronklike moet aan die betrokke beampte of werknemer oorhandig word en die afskrif moet vir ouditdoeleindes op rekord geplaas word.

6.1.2 Aan die begin van elke nuwe skool- of inrigtingkwartaal moet die hoof van die opvoedkundige inrigting die betrokke areabestuurder verwittig van die presiese datum/s waarop die werknemer aan diens was gedurende die voorafgaande vakansie ten einde hul verlofrekords in terme van paragraaf 5.3 hierbo te krediteer. Vir hierdie doel moet die aangehegte sertifikaat (Bylae B) in drievoud voltooi word. Die oorspronklike moet by die areabestuurder ingedien word, een afskrif moet aan die relevante beampte of werknemer oorhandig word en die ander afskrif moet vir ouditdoeleindes op rekord geplaas word.

6.2 Met betrekking tot personeel wat onder die verlofbedeling uiteengesit in paragrafe 5.5 ressorteer, moet verlofaansoeke in duplikaat op die voorgeskrewe verlofvorm (Z1) (afskrif aangeheg) ten minste een maand voor die aanvang van die verlof ingedien word. Die verlofvorms, met die aanbeveling van die hoof van die inrigting, moet ingedien word by die betrokke areabestuurder vir goedkeuring en debitering van die verlofrekords van werknemers.

7. DATUM VAN IMPLEMENTERING

Die datum van inwerkingtreding bly effektief 1 Junie 1999.

8. Bring asseblief die inhoud van hierdie omsendbrief onder die aandag van alle Staatsdienspersoneel by u inrigting.



HOOF: ONDERWYS

DATUM: 30 April 2001

Navrae
Enquiries P. MICHAU
IMibuzo
Telefoon
Telephone 4672882
IFoni
Faks
Fax 4672996
IFeksi
Verwysing
Reference
ISalathiso



Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEBE leMfundo leNtshona Koloni

Mnr/Me.....

.....

.....

.....

Geagte mnr./me.

DIENSLEWERING TYDENS SKOOLVAKANSIES INGEVOLGE STAATSDIENS- REGULASIE C 4.3.1

Geliewe kennis te neem dat dit noodsaaklik is dat u gedurende die komende skoolvakansie amptelike diens moet verrig. Derhalwe word u versoek om vir die tydperk tot vir diens aan te meld.

Die Departement sal ingelig word van die tydperk wat u diens gelewer het sodat u oplopende vakansieverlof gekrediteer kan word.

U samewerking in die verband word waardeur.

Die uwe

**INRIGTINGSHOOF
DATUM:**

WES-KAAP ONDERWYSDEPARTEMENT

Die Areabestuurder

.....

**SERTIFIKAAT VIR DIENS GELEWER TYDENS SKOOLVAKANSIES
 INGEVOLGE DIE BEPALINGS VAN STAATSDIENSREGULASIE C 4.3.1**

TITEL

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VAN

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NAAM

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PERSAL NO.

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INRIGTING

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Ek,, in my hoedanigheid as
 sertifiseer hiermee dat
 mnr/me..... vir die tydperk tot
 diens verrig het.

Hy/sy kwalifiseer dus om met die helfte van die tydperk hierbo genoem met
 oplopende vakansieverlof gekrediteer te word.

Geteken te op hierdie dag
 van20.....

INRIGTINGSHOOF

INRIGTINGSTEMPEL

DATUM: