



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



PRESIDENTIAL
EMPLOYMENT
STIMULUS

BASIC EDUCATION EMPLOYMENT INITIATIVE (BEEI)
as part of the
PRESIDENTIAL EMPLOYMENT STIMULUS

**GUIDELINE ON MANAGEMENT OF LEAVE FOR YOUTH PLACED
IN THE BASIC EDUCATION EMPLOYMENT INITIATIVE**

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1. Introduction and Background

As part of Phase V of the Basic Education Employment Intervention (BEEI) component of Presidential Employment Stimulus (PES), will be placing 204 676 youth in public ordinary schools and schools for learners with special education needs. It is a large-scale public employment intervention targeting unemployed youth, who are 18 – 34 years turning 35 years old on or before 31 March 2026. The intervention also seeks to address the high levels of youth unemployment in South Africa. The youth will be offered a six-month' fixed-term contract, commencing on 1 June 2025 to 30 November 2025.

The youth will be appointed in eight focus areas, which are Curriculum Assistants, Reading Champions, Care and Support Assistants, Handymen, e-Cadres, Sport and Enrichment Assistants (SEA), Laboratory Assistants and Workshop Assistants. This guideline is meant to assist schools in managing the leave that the youth qualify for when placed in this initiative. The DBE provided provinces with the Conditions of Placement and Code of Conduct for Assistants placed in schools under the BEEI. This guideline provides further clarity on leave management.

2. Problem Statement

People are the most valuable asset of any organisation, in this case, the school. The youth placed in schools are an additional capacity that management of their work and attendance should not be left to chance. Lack of proper leave management can lead to unauthorized absence of youth from duty, lower productivity, fewer hours spent at work, and youth missing important targets.

3. Aim of the Guideline

The guideline on management of leave is meant to give guidance on the types of leave the youth placed in schools qualify for. It is also meant to satisfy the legal obligation. The guideline should help in a better relationship between the employer (the school) and the employee (Assistant). It is to clarify types of leave and avoid any kind of ambiguity on how particular situation/s should be handled.

4. Assumptions

The Youth placed in the initiative qualify for a day's leave after working one month as per Public Service policy on leave. The school principals manage leave of teachers and Admin staff through policies provided through the Educator Employment Act and Public Service Act.

5. Requirements to qualify for leave

- (a) The EA/GSA is entitled to 1.8 days' vacation leave for every full month that the EA/GSA has worked in terms of the contract. (1-month work = 1.8 days' vacation leave), a total of 11 days for the six months.
- (b) The EA/GSA is entitled to one day's sick leave for every full month that the EA/GSA has worked in terms of the contract if he/she is unable to report for duty due to illness or injury. (1-month work = 1-day sick leave)
- (c) Accumulated sick leave may not be transferred from one month to another. Youth must be discouraged from taking sick leave when they are not sick. Principals are requested to manage sick leave tightly. Should a pattern immerge of youth taking sick leave monthly, then a medical certificate should be required for every sick leave day/s taken.

- (d) An employer may require the EA/GSA to produce a medical certificate stating that the EA/GSA was unable to work on account of sickness or injury if the EA/GSA is-
 - i. Absent from work for more than one day; or
 - ii. Absent from work on more than two occasions in an eight-week period.
- (e) A medical certificate must **be issued and signed by a medical practitioner, a qualified nurse or clinic staff member authorised** to issue medical certificates indicating the duration and reason for incapacity.
- (f) EAs/GSAs **who work at least five days per week**, are entitled to **three days of paid family responsibility leave each for the term of contract** in the following circumstances-

6. Types of leave covered for youth placed in the initiative

(a) Vacation Leave

- (i) For contracts that start from 1 June 2025 to 30 November 2025, they will have 1.8 days after working a month = for the 6 months being 11 days

(b) Sick Leave

- (i) For contracts that start from 1 June 2025 to 30 November 2025, they will qualify for 1 day a month, which is 6 days in 6 months

(c) Family Responsibility

- (i) All Assistants will be entitled to 3 days family responsibility leave for: child sick, death of - (a) spouse, (b) life partner, (c) parent/s, (d) child

(d) Special Leave

- (i) All Assistants will be entitled to 2 days of special leave for the exam (one day for study and one day for the exam)

(e) Maternity Leave

- (i) All Assistants will be entitled to maternity one work week leave with full pay, and any additional days required will be unpaid leave.

7. Management of leave taken by youth placed in BEEI

Depending on whether the leave is an emergency or not, the Assistant should complete the leave form. In an emergency situation, the Assistant will inform the immediate manager responsible for her at the school. The day she/he returns to the school, the Assistant will complete the leave form.

For the planned leave, the Assistant will inform the immediate manager responsible for her at school, then complete the leave form and submit it to the School Admin or the manager responsible.

All leave taken must also be recorded on the Kwantu Payment Solution as well as the time book/register that all Assistants use daily.

The School shall keep a record of the leaves taken by Assistants so that it is easy for audit purposes.

8. **Consequence management for non-compliance**

Should it be discovered that officials (School Principals or Teachers) did not comply with the guide, the Province and the District should request the principal to correct the situation immediately. Should the non-compliance continue, the province will be required to follow the correct Labour Relations procedures to deal with the matter.

9. **Management, implementation and compliance with the guideline.**

The provinces are requested to monitor the implementation of this guideline. The Provinces and Districts are requested to ensure strict measures are in place to manage the cases of non-adherence.

10. **Period of applicability**

The guideline is applicable for the duration of the implementation of BEEI. All PEDs, Districts, Circuits and schools must make this guideline available to all Assistants. All other school personnel are not covered by this guideline.

Sample / Timesheets / Attendance Registers

NAME OF PROVINCE													
NAME OF DISTRICT													
NAME OF SCHOOL													
CIRCUIT													
WEEK / DATE	2025/month/day		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		
NAME AND SURNAME	ID NUMBER	ROLE	SIGNATURE		SIGNATURE		SIGNATURE		SIGNATURE		SIGNATURE		
			IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	

TO BE USED AS TIMESHEET FOR EA OR GSA REPORTED FOR DUTY

SAMPLE LEAVE FORM

PROVINCE	
DISTRICT	

CIRCUIT									
NAME OF SCHOOL									
PERSONAL INFORMATION									
NAME AND SURNAME									
DATE OF BIRTH									
IDENTITY NUMBER									
ADDRESS									
ROLE (EA OR GSA									
CATEGORY (eg Reading Champion)									
LEAVE TYPES					V	FR	S	LWP	A
MONTH START DATE:					MONTH END DATE				
Week 1	Week 1	Week 1	Week 1	Week 1	Week 3	Week 3	Week 3	Week 3	Week 3
Week 2	Week 2	Week 2	Week 2	Week 2	Week 4	Week 4	Week 4	Week 4	Week 4
SIGNATURE OF (ASSISTANT					DATE				
SIGNATURE OF MENTOR					DATE				
SIGNATURE OF SCHOOL PRINCIPAL					DATE				

NB: V – Vacation, FR – Family Responsibility, S – Sick; LWP – Leave Without Pay, A - Absent