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7/2/4b

ENQUIRIES: Call Centre TEL: 021 467 2000 FAX: 021 467 2996

CIRCULAR : **0006/2013**
EXPIRY DATE : **NONE**

TO: **CHIEF DIRECTORS AND DIRECTORS (HEAD OFFICE AND EDUCATION DISTRICT OFFICES)**

BRIEF SUMMARY: *Explanation of the policy on family responsibility leave for office-based educators*

SUBJECT: **FAMILY RESPONSIBILITY LEAVE FOR OFFICE-BASED EDUCATORS**

1. The leave dispensation for the granting of family responsibility leave is set out in [Circular 59/2003](#) of 6 March 2003.
2. Following on the audit of family responsibility leave by the Auditor-General, the Western Cape Education Department has concluded that not all office-based educators are familiar with the measures applicable to family responsibility leave. For this reason, the measures regarding family responsibility leave are communicated in this circular.
3. **Family responsibility leave in the event of sickness or birth**
An office-based educator shall be granted a **maximum of *5 working days*** leave with full pay per annual leave cycle if
 - 3.1 his spouse or life partner gives birth, or
 - 3.2 his or her child, spouse or life partner is sick.

***NOTE: Resolution 1/2012 changed the maximum number of working days to 5 days.**
4. **Family responsibility leave in the event of death**
An office-based educator shall be granted a **maximum of 5 working days'** leave with full pay per annual leave cycle if the educator's
 - 4.1 child, spouse or life partner dies, or
 - 4.2 immediate family member dies.

NOTE: An immediate family member, as newly defined in Resolution 1/2012, is the employee's parent, adoptive parent, parent-in-law, sister- and brother-in-law, grandparent, child, adopted child, stepchild, grandchild or sibling.
5. The office-based educator is required to submit documentary proof to confirm any of the aforementioned occasions for which leave is applied.
6. It must be emphasised that the **maximum** number of days indicated above is **per annual leave cycle, and not per occasion**.
7. The number of days allocated for family responsibility leave may not be accumulated and is not deducted from the office-based educator's capped leave.
8. An office-based educator who has already used all his or her family responsibility leave may apply for
 - 8.1 his or her available annual/capped leave and/or
 - 8.2 unpaid leave. (The measures with regard to the granting of unpaid leave are provided in [Circular 66/2003](#).)

9. Please bring this circular to the attention of all office-based educators, including those on leave, and have them sign and date it.

SIGNED: PA VINJEVOLD

HEAD: EDUCATION

DATE: 2013:02:01

Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town 8000
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