



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries: Ms NV Hlongwane

Reference: 4/2/P

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
HEADS OF SECTION/COMPONENTS OF DISTRICT OFFICES
CES: CIRCUIT MANAGEMENT AND CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS**

HRM CIRCULAR NO. 33 OF 2018

INSTITUTION OF INCAPACITY CODE AND PROCEDURES IN RESPECT OF EMPLOYEES ON PROLONGED ABSENCE

1. It is noted with concern that some employees (educators and public service personnel) are absent from duty for prolonged periods and, in most cases, their applications for temporary incapacity leave are declined resulting in considerable overpayment in salary. In addition, it has serious implications for continuity in the provision of teaching and learning. As such, it has now become necessary to ensure that stricter measures are adopted in addressing prolonged absence.
2. In future, periods of leave with or without pay as a result of incapacity extending over two consecutive school terms will result in the continued employment of the employee concerned being investigated with due regard to the advice from the Health Risk Manager (HRM). In this regard the attention of all employees is drawn to the following:
 - (a) In instances where the assessment of the HRM reveal that the incapacity of the employee concerned is permanent and that she/he will not be able to render service in the existing or alternative post, consideration will be given to discharge the employee on the grounds of ill-health. For this purpose the relevant Leave Section will be required to ensure that Annexure F is fully completed and approval, by way of a submission, for the discharge of the employee concerned is obtained from the Head of Department or his/her delegate.
 - (b) In instances where the assessment of the HRM reveal that the incapacity is permanent but the incapacity is such that the educator will be able to function in an alternative post or adapted duties, the relevant Incapacity Code and Procedures for Poor Performance must be instituted. For this purpose the relevant Leave Section must submit all documentation relating to the prolonged absence to the Employee Relations Component for further attention.
 - (c) In instances where the assessment of the HRM reveals that the incapacity is temporary and the employee concerned is capable of performing own or other duties, the measures as outlined in paragraph 2 (b) above must be applied.

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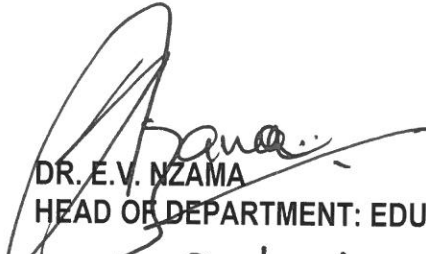
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3. The effective management of leave is being monitored by various oversight committees and, as such, the need to ensure strict compliance with the directives contained in this circular cannot be over-emphasized.
4. Kindly ensure that the contents of this circular are brought to the attention of all employees



DR. E.V. NZAMA
HEAD OF DEPARTMENT: EDUCATION
DATE: 04/07/2018

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