



**TO: DEPUTY DIRECTOR-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. 27 OF 2018

UTILISATION OF ANNUAL LEAVE ENTITLEMENTS

1. In terms of the relevant leave measures, the annual leave entitlement during each leave cycle of 12 months extending from 01 January to 31 December in respect of Public Service Personnel and Office Based Educators is as follows:
 - i) 22 days in respect of employees with less than 10 years service.
 - ii) 30 days in respect of employees with 10 years or more service.
2. The leave entitlement of employees appointed after 1 January of each year is calculated proportionally in relation to each month of service at a rate of 1,83 working days if entitled to 22 working days and 2,5 working days if entitled to 30 working days annual leave in a leave cycle.
3. The relevant leave measures also require employees to utilize at least 10 working days of their annual leave entitlement during the annual leave cycle. In this regard it must be emphasized that utilisation of the 10 days within the leave cycle is a minimum requirement whilst the remaining leave entitlement is to be utilized by 30 June of the year following the expiry of the leave cycle. All unused leave days in respect of the previous leave cycle will be forfeited after 30 June of the year following the leave cycle.
4. Notwithstanding the foregoing, it is noted that employees fail to utilize at least 10 days annual leave within the leave cycle resulting in adverse audit outcomes. It has consequently become necessary to once again remind Supervisors at all levels and Component Managers that they are required to ensure strict compliance with the leave measures including the measures relating to the utilisation of annual leave entitlement as outlined in this circular.



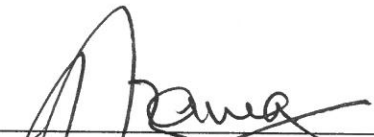
education

Department:
Education
PROVINCE OF KWAZULU-NATAL

5. Educators attached to schools proceed on annual leave during school closure periods whilst the non-teaching staff are entitled to annual leave as follows:
 - i) 27 days in respect of employees with less than 10 years service.
 - ii) 30 days in respect of employees with 10 years or more service.

The non-teaching staff at schools are required to take at least 22 of the 27 or 30 working days annual leave, whichever is applicable, during the period for which the school closes for the holidays. The remaining 5 or 8 days, whichever is applicable, may be taken, with due regard to operational requirements, when the school is in operation.

6. It must be noted that this circular replaces HRM Circular No. 40 of 2017 and it is considered to be in the best interest of all employees to thoroughly acquaint themselves with the provisions relating to the utilisation of annual leave entitlements.
7. Kindly ensure that the contents of this circular is brought to the attention of all employees.



DR. E.V. NZAMA
HEAD OF DEPARTMENT
KZN DEPARTMENT OF EDUCATION
DATE: 09/07/2018

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