



**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. 34 OF 2018

### **CALCULATION OF LEAVE DAYS IN RESPECT OF PERIODS OF LEAVE WITHOUT PAY**

1. An analysis of leave records revealed that there are serious inconsistencies relating to the calculation of leave days in respect of periods of leave without pay. In this regard it must be reiterated that, in terms of the leave measures, periods of leave without pay are to be calculated as calendar days. This in effect would mean that in instances where leave without pay is to be granted for Friday and the following Monday, the period of leave without pay will be inclusive of the weekend and be calculated as 4 days. Similarly, leave without pay extending from the first working day of the month up to the last working day of the month, will be calculated as all the days inclusive of the weekends between these days. For example, leave without pay extending from 1 February to 28 February, the period of leave without pay will be inclusive of weekends and be calculated as 28 days.
2. Any period of leave without pay must exclude periods of other categories of leave which may be granted in terms of the leave entitlement. In this regard it must be emphasised that in terms of the leave entitlement, educators are regarded as being on annual leave with full pay during institution closure period. As such, the annual leave days during the institution closure period cannot be included in the calculation of the leave without pay days. This in effect would mean that the leave without pay period extending from the last day of the school term to first day of the following school term will not include the intervening institution closure period and be calculated as two (2) days.
3. The leave measures allow educators to receive salary for being on annual leave with full pay during institution closure period whilst being on leave without pay during periods when school are operational. Consequently, there is a need for such occurrences to be effectively managed by ensuring compliance with the relevant measures which includes, amongst others, the following:
  - Timeframes for the completion and submission of valid application/s for leave;
  - Timeframes for the processing of such application/s for leave;
  - Where appropriate, timeous implementation of the measures relating to abscondment.
  - Instituting of the incapacity code and procedures for poor work performance.



# education

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Department:  
Education  
PROVINCE OF KWAZULU-NATAL

4. The measures relating to the calculation of the leave without pay days explained in this circular must be strictly complied with.
5. 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

...Championing Quality Education - Creating and Securing a Brighter Future

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