



**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
HEADS OF SECTIONS OF HEAD OFFICE AND DISTRICT OFFICES
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS**

HRM CIRCULAR NO. 19 OF 2022

SPECIAL LEAVE FOR EMPLOYEES WHO ARE UNABLE TO RENDER SERVICES DUE TO THE NATURAL DISASTER

1. In the statement by President Cyril Ramaphosa on 18 April 2022 declaring a national state of disaster, he cited the heavy rainfall in KwaZulu-Natal which affected all parts of the province with the entire Ethekwini metro and the districts of Ilembe, Ugu, King Cetshwayo and Umgungundlovu being most affected.
2. The impact of the rainfall resulted in, amongst others, roads, offices and schools being rendered inaccessible. As a result, affected employees could not report for duty.
3. The Provincial Policy Framework on Special Leave which was adopted in its entirety by this Department and issued under cover of HRM Circular No. 83 of 2011 provides in paragraph 6.5. as follows:

“A head of Department or his/her delegate may grant special leave to an employee where the area in which he/she works or normally resides is affected by a natural disaster and it is impossible for the employee to continue with his/her duties at that time and/or the department determines that it cannot utilise the employee’s services elsewhere. Such special leave shall be granted for as long as the employee is unable to render services due to the natural disaster”

4. Considering that this type of special leave is not provided for in the Personnel Administrative Measures (PAM) the abovementioned provision is hereby also made applicable to Educators employed in terms of the Employment of Educators’ Act, 1998 (Act 76 of 1998), as amended.

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5. Educators and Public Service personnel at schools and offices who are affected by the recent flooding to the extent where it is impossible for him/her to render services at the normal place of work may apply for special leave. Such application must be on the prescribed application form supported by a letter indicating the full reasons for the absence.
6. Where the employee is unable to submit the leave form due to the challenges for accessibility, the employee must report the absence telephonically and submit the duly completed application form with the supporting document immediately upon resumption of duty. This must only be done in extraordinary circumstances where it is impossible for the employee to submit the leave form prior to his/her resumption of duty.
7. Kindly ensure that the content of this Circular is brought to the attention of all employees.



Mr G. N Ngcobo
Head of Department: Education

Date: 23rd April 2022