



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

Private Bag X9137, Pietermaritzburg, 3200  
Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201  
Tel: 033 846 5127

Directorate: Human Resource Services  
Enquiries: Mr K Naidoo  
Email : [Mthoko.nkwanana@kzndoe.gov.za](mailto:Mthoko.nkwanana@kzndoe.gov.za)

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

### HRM CIRCULAR NO. 26 OF 2022

#### ANNUAL LEAVE: CLOSURE OF OFFICES DURING THE FESTIVE PERIOD IN DECEMBER 2022

1. Departmental offices will be closed from **19 December 2022**, the last working day being **15 December 2022** and will re-open on **3 January 2023**. Supervisors should only in exceptional circumstances require staff to be on duty during this period.
2. In-keeping with the DPSA Directive dated 1 February 2017, "**periods of office closure during the festive period must be covered by annual leave and not special leave**". As such supervisors must ensure that staff have sufficient leave credits available to cover the period of closure.
3. All Supervisors / Directors are required to utilize this opportunity to ensure compliance with the requirement that at least 10 working days annual leave be taken by employees within the leave cycle. In this regard, your attention is again drawn to HRM Circular No. 40 of 2017.
4. Obviously, the Department cannot completely shut down as certain components provide essential services during this period, such as some essential units in the HR Administrative Services, Finance and Examinations, which will be preparing for the release of matric results. Supervisors in such components are required to ensure that an appropriate number of staff members are available to ensure effective service delivery.
5. All Supervisors / Directors are required to ensure that leave forms in respect of the closure period are completed by all employees falling under their supervision. The completed leave forms must be forwarded to the respective District Offices, for district personnel and HR Services: Head Office, for head office personnel, for capturing on PERSAL on or before **30 September 2022**.
6. The contents of this circular must be brought to the attention of all staff.

MR GN NGCOBO  
HEAD OF DEPARTMENT: EDUCATION

DATE: 28/6/22