



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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**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. 44 of 2023

AMENDMENT TO HRM CIRCULAR NO. 29 OF 2023:

ANNUAL LEAVE: CLOSURE OF OFFICES DURING THE FESTIVE PERIOD IN DECEMBER 2023

1. President Cyril Ramaphosa has declared the 15th of December 2023 as a Public Holiday in celebration of the Springbok's momentous achievement at the 2023 Rugby World Cup in Paris, France.
2. In view of the above, HRM Circular No. 29 of 2023 which pertains to annual leave and the closure of offices during the festive period in December 2023 is hereby amended.
3. Departmental offices will be closed from **18 December 2023**, the last working day being **14 December 2023** and will re-open on **2 January 2024**.
4. All affected employees are required to adjust their leave applied for accordingly. All Supervisors / Directors are required to ensure that completed leave forms are 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 November 2023.
5. The contents of this circular must be brought to the attention of all staff.

**MR GN NGCOBO
HEAD OF DEPARTMENT: EDUCATION**

DATE: 13/11/23