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Date :
Leshupelo: 05 September 2017
Umhla :
Datum :

Reference :
Tshupelo : S14.2
Isalathiso :
Verwysings:

To: Deputy Director General
Executive Managers
Senior Managers
Unit Managers

RE: ANNUAL LEAVE DURING FESTIVE PERIOD IN DECEMBER

As experience has shown us that during festive period there is a decline in the volumes of work in the department. Given this fact, it is considered prudent that staff should be granted annual leave and managers and supervisors must as far as practically possible, allow employees to take leave.

In this regard, employees are hereby informed that the department offices will not be closed for the period of the festive season. Employees who however wish to take leave during this period must utilise their annual leave days.

Managers and Supervisors must ensure that staff has sufficient leave credits available to cover for the period. However, for those staff members who do not have leave credits, it will be expected of such staff members to report for duty.

All Managers and Supervisors are required to ensure that leave forms in respect of employees who will take annual leave during the festive period, are completed and forwarded to the Human Resource Administration Unit.

It is expected that Managers and Supervisors must bring the contents of this communication to the attention of all staff.

Regards,



MR J. BEKEBEKE
DIRECTOR – GENERAL

DATE 08/09/2017