



**UMnyango WezeMfundo
Department of Education**

**Lefapha la Thuto
Departement van Onderwys**

Circular 51/2007

Date: 25 July 2007

Topic

Link between the Policy on Ill Health and Ill Health Retirement and the Appointment of Substitute CS Educators

Enclosures

Annexure A: Confirmation of availability of current leave

Distribution

- ✓ All Divisional Managers and Senior Managers at Head Office and District Offices
- ✓ All Employees
- ✓ All Unions
- ✓ Relevant Non-Governmental Organisations

Enquiries

Relevant HRA Officials in District / Head Office

On request, this circular will be made available in Afrikaans, isiZulu or Sepedi within 21 days

Also available on the GDE website at: www.education.gpg.gov.za

Office of the Head of Department

Room 1009, 111 Commissioner Street, Johannesburg, 2001
PO Box 7710, Johannesburg, 2000

Tel: (011) 355 1511 Fax: (011) 333 5546 E-mail: ceogde@gpg.gov.za OR
mallelep@gpg.gov.za

LINK BETWEEN THE POLICY ON ILL HEALTH AND ILL HEALTH RETIREMENT AND THE APPOINTMENT OF SUBSTITUTE CS-EDUCATORS

1. BACKGROUND

The purpose of this document is to inform employees of the requirements for the creation of substitute posts and the subsequent appointment of the substitute CS-Educator.

2. LEGAL FRAMEWORK

The following documents form the legal framework for this circular:

- 2.1 Employment of Educators Act of 1998.
- 2.2 The Policy on ill Health and ill Health Retirement effective November 2006

3. PROCESS AND PROCEDURE

3.1 MATERNITY LEAVE

- 3.1.1 Requests for the creation of a substitute post for employees taking Maternity/Accouchement leave must be accompanied by the completed leave form and a copy of the Medical practitioner's letter/note only.
- 3.1.2 Temporary incapacity leave requests in addition to the above will be considered within the framework of the PILIR policy, provided that the employee has exhausted the 36 sick leave days within the cycle

3.2 SICK LEAVE

- 3.2.1 Requests for the establishment of substitute posts must be accompanied by documentation as follows:
 - (a) where the leave falls within the allocated 36 days in the cycle, a leave form (Z1a), the sick leave note and Annexure A confirming that there is sufficient leave available.
 - (b) where some of the leave is covered by the leave cycle and the balance must be applied for in terms of PILIR, two sets of documents must be submitted. The one set will be a leave form (Z1a), the sick leave note and Annexure A confirming that there is sufficient leave available. The second set will be the relevant PILIR application form with all required documentation or a confirmation from the Principal that the application for temporary incapacity leave will be submitted within 5 working days of the first day of illness.
 - (c) where all leave must be applied for in terms of PILIR, the relevant PILIR application form with all required documentation or a confirmation from the Principal that the application for temporary incapacity leave will be submitted within 5 working days from the first day of illness.
- 3.2.2 The PILIR application must reach the district office within 5 days of the first day of sick leave being taken.

3.2.3 The request for the appointment of the substitute should be submitted at the same time or as soon as possible thereafter to ensure that there is no delay in the payment of a salary.

4. INJURY ON DUTY (IOD)

4.1 Requests for the creation of substitute posts for an IOD must be accompanied by a copy of the front page of the medical report only and the Doctors letter indicating the period of leave.

5. DELEGATIONS

5.1 The Deputy Director: HRA at District and/ or Head Office is authorised to approve the request to create a substitute post.

5.2 The Assistant Director: Establishment Control authorises the creation of the substitute post.

6. ALLIGNED CIRCULARS

6.1 This circular must be read in conjunction with Circular 32 of 1999 and 58 of 2004 with emphasis being on the procedures to be followed in respect of requests for the creation of substitute posts for CS-Educators on sick leave/ temporary incapacity leave/ IOD leave /maternity leave.

MALLELE PETJE
HEAD OF DEPARTMENT



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Department of Education

Lefapha la Thuto
Departement van Onderwys

CONFIRMATION OF THE AVAILABILITY OF SICK LEAVE.

I the undersigned hereby confirm that :

_____ Persal number _____

has _____ days sick leave available for the 20___/___ cycle according to Persal. This leave is sufficient to cover the attached application. I further confirm that all sick leave forms have been taken into account including leave that may not be captured on Persal.

has _____ days sick leave available for the 20___/___ cycle according to Persal. This leave is insufficient to cover the attached application. I further confirm that all sick leave forms have been taken into account including leave that may not be captured on Persal. An application for Short / long temporary incapacity leave is attached for processing

has 0 days sick leave available for the 20___/___ cycle according to Persal. I further confirm that all sick leave forms have been taken into account including leave that may not be captured on Persal. An application for Short / long temporary incapacity leave is attached for processing

Signed this _____ day or _____ 20_____.

SIGNATURE
Deputy Director: HRA
District _____

SIGNATURE COMPILER
Print name: _____



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CONFIRMATION OF PILIR APPLICATION

I _____, the Principal of _____
_____ hereby confirm that the application form as required
for the application for Temporary Incapacity leave has been given to:
_____. Persal _____ for completion.

The current status of the application is as follows:

Not yet submitted.

Submitted to the supervisor but not submitted to the district office.

Submitted to the district office on _____

I am aware that the application must be submitted to the district office within
5 working days of the first day of illness and have advised the employee accordingly.

Signed at _____ this ___ day of _____ 20__

Signature.