



health

Department of Health
NORTHERN CAPE

**This is to confirm that this policy was reviewed
according to the agreed time-frame
Leave of Absence Policy**

Version control

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Responsible Manager : Director for Human Resource Management

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Definitions/Abbreviations:

“Annual leave cycle or Calendar year” 01 January to 31 December of each year.

“Calendar month” A month as defined in a period extending from a day in one month to a day preceding the day corresponding numerically to that day in the following month, both days inclusive; Section 1 of Public Service Act.

“Casual worker” A person employed on a day to day basis who is paid a daily wage and who does not work more than 24 hours a month.

“Child” A person who is under 18 years of age unless defined differently.

“Temporary worker” Person employed for a fixed term, including an educator appointed in a temporary capacity, but excluding a casual worker or an employee to whom a retirement age applies (PSCBC Res 1 of 2007).

“Head of Department” Head of Department or his/her delegated authority or designated office responsible for leave related matters.

“Month” A month as defined in means a period extending from the first to the last day, both days inclusive, of any one of the 12 months of a year; Section 1 of Public Service Act, 1994.

“Work day” equates to the employee’s number of daily official working hours.

“Immediate family member” employee’s parent, adoptive parent, step-parent, parents-in-law, brother and brother-in-law, sister-in-law, grandparent, child, adopted child, stepchild, grandchild or sibling.

“Child with severe special needs” a child who has a mental, emotional or physical disability certified by a medical practitioner, which requires health and related services of a type or amount beyond that required by children generally.

“PILIR” Policy on Incapacity and ill-Health Retirement

1. Policy Aim

- 1.1. This policy aims to ensure that all managers in particular and employees in general, are conversant with their rights and obligations when taking leave of absence from employment at the Northern Cape Department of Health.
- 1.2. This policy is aimed at enforcing better management of leave.
- 1.3. This policy should be read in conjunction with the Departmental Occupational Injuries and Disease in the Workplace and Special leave policies.

2. Policy Scope

- 2.1. This policy applies and binds all employees of the Northern Cape Department of Health at all levels and includes certain provisions that relates to interns and learnership.

3. Policy Statement

- 3.1. It is the policy of the Northern Cape Department of Health that employees will be entitled to leave as follows:

3.1.1. General Provisions

- 3.1.1.1. An employee may be granted leave after completion of a leave application form if he/she has a permanent contact/fixed-term contract and that no other binding agreement or regulation applies.
- 3.1.1.2. Conditions applicable for the granting of leave / an employee qualifies for leave if:
 - a) He / She is on probation or is a permanent employee of the department;
 - b) He / She has a permanent contract of employment or a fixed term contract lasting for the duration of at least twelve calendar months;
 - c) Subject to the relevant collective agreements and regulations related to the Public Service which may be published from time to time
- 3.1.1.3. Temporary employees leave entitlement shall be calculated on a pro rata basis.
- 3.1.1.4. The leave application form must be signed and dated by the following employees:

- a) Requested by the employee concerned.
- b) Recommended by the employee's supervisor.
- c) Approved by the supervisor's manager/Managers refers to Head of Department/Designated person.

3.1.1.5. No employee is allowed to go on leave before his/her vacation leave application is approved. Any vacation leave not approved by an authorised official beforehand shall be regarded as unauthorised leave for which appropriate disciplinary measures that include leave without pay will be taken;

3.1.1.6. An employee may be refused vacation leave depending on operational requirements provided granting of vacation leave may not be unreasonably withheld:

3.1.1.7. If an employee transfers to an occupational class to which a different leave category applies, he/she adopts the new leave category for that occupational class and will retain the leave credits due to him/her of the old occupational class.

3.1.1.8. If an employee requires time-off during official hours, such employee's immediate supervisor shall record such time-off in the register. For every eight (8) hours' time-off recorded, a leave form must be completed the employee and be recorded in the leave register accordingly.

3.1.1.9. Annual leave should be planned and scheduled at the start of each leave cycle i.e. January of each year. The plan must be submitted to HR with the leave forms for capturing. This plan however can be reviewed at the end of each quarter if necessary.

3.1.2. Annual leave

3.1.2.1. Employees are entitled to annual leave with full pay during each leave cycle of 12 months, commencing on 01 January of each year. Employees appointed after the commencement of an annual leave cycle will be entitled to annual leave on a pro rata basis determined as a fraction of the entitlement.

3.1.2.2. Employees with less than ten years' service are entitled to 22 working days annual leave. Employees with more than ten years' service are entitled to 30

working days annual leave per annum. **(Note: Registered nurses, enrolled nurses and nursing assistants, who were employed on or before 30 June 2007, will retain their entitlement as per contract).**

- 3.1.2.3. Annual leave days must only be granted on accrual. (E.g. An employee with 22 days per annum qualifies for $22/12=1.83$ days per month, with 30 days qualifies for $30/12=2.5$ days per month)
- 3.1.2.4. At least 10 consecutive working days must be taken as annual leave during the annual leave cycle in line with 3.1.1.2. The remaining leave days must be taken within 6 months of the expiry of the preceding leave cycle, after which unused leave credits will be forfeited.
- 3.1.2.5. An employee must submit his/her application for annual leave at least 7 days in advance, unless unforeseen circumstances prevent him/her from doing so.
- 3.1.2.6. If confronted with unforeseen circumstances which necessitate the utilization of annual leave, the employee must personally notify his/her supervisor/manager immediately. A verbal message to the supervisor/manager by a relative, fellow employee or friend is only acceptable if the nature and/or extent of the unforeseen circumstances prevents the employee from informing the supervisor/manager personally.
- 3.1.2.7. An employee's application for annual leave will not be unreasonably refused. However, approval will take into account the service delivery requirement of the department, any refusal of annual leave will be confirmed in writing, stating the reasons and arrangements for rescheduling of the annual leave.
- 3.1.2.8. If, due to the employer's service delivery requirements, an employee's application for leave is denied and not rescheduled, such leave must, upon request, be paid out to the employee at the end of the 6 months' period referred to in 3.1.3.7 above. Employee requests for payment of unused leave credits must be:
- a) In writing; and

b) Accompanied by written proof of refusal of leave by the Head of Department / delegate.

3.1.2.9. An employee will not be granted annual leave with full pay in excess of that which he/she is entitled to.

3.1.2.10. If due to an error, an employee was granted leave with full pay in excess of that which she/he was entitled: such over-grant will be deducted from the subsequent leave cycle. If an employee who has been over-granted annual leave with full pay exits the Public Service, the portion of that over-grant will be regarded as an overpayment to be recovered from him/her.

3.1.2.11. Employees will not be permitted to take annual leave whilst serving a notice of transfer, resignation or termination. However this provision does not apply to sick leave, special leave stemming from being isolated on medical instructions or stemming from being arrested and having to appear before a court of law.

3.1.3. Sick Leave

3.1.3.1. All employees, regardless of their dates of appointment are entitled to 36 days sick leave with full pay over three year cycle, excluding contract workers who qualify for one day per month. Any sick leave credits will lapse at the expiry of the three-year cycle.

3.1.3.2. If an employee is sick, he/she will be entitled to up to 36 working days sick leave with full pay over a three-year cycle. Any sick leave credits will lapse at the expiry of the three-year cycle.

3.1.3.3. An employee must submit an application for sick leave personally, or through a relative, friend or work colleague, within five working days after the first day of absence. Failure by the employee to submit his/her sick leave application within the stated period may lead to disciplinary action.

3.1.3.4. An employee must submit a medical certificate in respect of his/her sick absence for every occasion of three or more consecutive sick leave days. If the employee fails to submit the medical certificate, the manager must immediately notify the employee that if the prescribed medical certificate is

not received within two working days , the absence will be regarded as annual leave or unpaid leave.

3.1.3.5. An employee in his/her first 36 days sick leave period, who has been absent from work on more than two occasions during an eight-week rule, must regardless of the duration of the sickness or injury, submit a medical certificate stating that the employee was unable to work for the duration of the employee's absence on account of sickness or injury.

3.1.3.6. If the manager establishes a pattern or trend in the employee's utilisation of sick leave (e.g. a pattern of regularly being sick on Mondays and Fridays), the employee will be required to submit a medical certificate for period of sick absences of less than three (3) days.

3.1.3.7. If an employee falls ill while on annual leave, such leave may be converted to sick leave provided that a medical certificate is submitted to substantiate which days he/she was sick.

3.1.3.8. The managers may grant an employee time off in terms of sick leave provisions in the event that an employee has to consult a doctor, therapist, etc for reasons related to the employee's health/wellness, or go for training or maintenance of equipment related to a disability.

3.1.3.9. Where an employee is absent for a part of the day, the manager will manually record such time off until a full day is completed as sick leave and may require the necessary proof of such events/occurrences to properly monitor the utilisation of sick leave.

3.1.4. Medical Certificates:

3.1.4.1. For purpose of sick leave medical certificates issued and signed by the practitioners and persons who are certified to diagnose and treat patients and who are registered with the following professional councils will be accepted:

- a. The Health Professions Council of South Africa.
- b. The Allied Health Professions Council of South Africa.
- c. The South African Nursing Council.

3.1.4.2. A medical certificate must contain the following information:

- a) The medical report should reflect the name, address, qualifications of the practitioner, registration number, and exact period of recommended sick leave and the date of examination.
 - b) Whether the practitioner is issuing the certificate as result of personal observations during an examination or as the result of information received from the patient and which is based upon acceptable medical grounds.
 - c) If the patient has given informed consent for it to be disclosed, a description of the nature and extend of the illness or injury in layperson's language.
 - d) Whether the patient is totally indisposed for duty or whether the patient will be able to perform less strenuous duties in the work situation.
- 3.1.4.3. For purpose of temporary incapacity leave the employer will only accept medical certificates issued and signed by practitioners registered with the Health Professions Council of South-Africa and who are legally certified to diagnose and treat patients.
- 3.1.4.4. The Department will, in accordance with the constitutional rights to privacy and the Code of conduct in the Public Service regulations, treat at all times any information regarding the medical condition of the employee with the necessary respect and confidentiality.

3.1.5. Temporary incapacity leave

- 3.1.5.1. Incapacity leave is not an unlimited number of additional sick leave days at an employee's disposal. It is an additional sick leave granted at the employer's discretion as per PILIR in terms of the Public Service Act.
- 3.1.5.2. An employee who has exhausted his/her normal sick leave, during the prescribed sick leave cycle and who according to the treating medical practitioner requires to be absent from work due to temporary incapacity, he/she may apply on each occasion for temporary incapacity leave using the prescribed PILIR form available at the Human resources Unit.
- 3.1.5.3. For an application for temporary incapacity to be considered, the employee must submit proof that she is too ill or injured to perform his work satisfactorily in the form of a medical certificate issued by a medical

practitioner that certifies his condition regardless of the period of absence. If the employee consents the certificate will indicate the nature and extent of medical injuries including all the results of all tests conducted.

- 3.1.5.4. An employee must submit an application for temporary incapacity leave personally or through a relative, fellow employee or friend within 5 working days after the first day of absence.
- 3.1.5.5. If the employee fails to submit an application within the period mentioned above the employee's supervisor/manager must immediately notify the employee that if such application is not received within 2 working days, the sick leave period will be regarded unpaid or annual leave.
- 3.1.5.6. Failure by the employee to provide his/her application within the stated periods or failure by the manager/supervisor to properly manage it, must be viewed in serious light and disciplinary steps should be taken. (Annexure of standard letter)
- 3.1.5.7. The employee will consent in his/her application form, to medical examinations by medical practitioners of the employer's choice at the employer's cost.
- 3.1.5.8. If overcome by a sudden illness or injury, the employee must personally notify his/her supervisor/manager immediately. A verbal message to the supervisor/manager by a relative, fellow employee or friend is only acceptable if the nature and/or extent of the illness or injury prevents the employee to inform the supervisor/manager personally.
- 3.1.5.9. The HOD will, within 30 days of receiving the application, approve or decline the temporary incapacity leave previously granted. In making a decision, the HOD will consider the medical certificate, additional medical information or records, the advice from the Health Risk Manager, additional information supplied by the employee, and all other relevant information available to the HOD, including sick and annual leave records.
- 3.1.5.10. If the HOD declines the temporary incapacity leave previously granted, the HOD must notify the employee in writing five (5) working days of the date of notice to him/her, whether or not the period of leave already taken will be

recovered from his/her annual leave (to the extent of the available annual leave credits) or unpaid leave.

3.1.5.11. The employee may, if he/she is not satisfied with the manager's decisions, lodge a grievance using the grievance procedure.

3.1.5.12. If the employee passes on after submitting an application for temporary incapacity leave a decision on such application must be made where the information provided is sufficient. However, where a decision cannot be made due to a lack of information the Head of Department or his/her delegate must approve such application for temporary incapacity leave and close the application. Any decision must take into account the recommendation for the Health Risk Manager.

3.1.6. Permanent incapacity leave

3.1.6.1. An employee shall not directly access or apply for permanent incapacity leave. The Head of Department may grant an employee up to a maximum of 60 working days' permanent incapacity leave once she/he has, following the assessment and investigations from the Health Risk manager, determined that the employee's condition is of a permanent nature. Thereafter, the process to return to work in suitable alternative employment is followed.

3.1.6.2. Whilst the employee is on permanent incapacity leave the HOD will, in consultation with the employee (or his/her representative) and the Employee Health and Wellness Manager, ascertain the feasibility of suitable alternative employment; including adapting duties or working environment, to accommodate the employee.

3.1.6.3. An employee whose degree of incapacity has been certified as permanent, may, by agreement with the employee, be redeployed to an equivalent grade and still retain his/her benefits.

3.1.6.4. In instance where the employee's redeployment entails retraining or retooling, the manager will take into consideration the requisite costs (time, financial, etc) and potential returns before approving the redeployment. Such

redeployment will ensure the optimal utilisation of his/her competences without compromising service delivery.

3.1.6.5. If after a thorough investigation, the manager and employee are convinced that the employee will never be able to return to work in suitable alternative employment, the employer may proceed with the process of termination of employment on grounds of ill-health based on the Public Service Act of 1994 Section 17.

3.1.6.6. If, at the end of the process, it is agreed by the employer and employee that the employee will never be able to return to their current job, the employee should be placed on permanent incapacity leave whilst options for suitable alternative employment are explored.

3.1.6.7. The Head of Department, upon request for the 60 working days to be extended, must report the case to the Director General: Public Service and Administration highlighting the reasons for the extension period of permanent incapacity leave.

3.1.7. Occupational injury and Diseases leave

3.1.7.1. An employee who, as a result of his/her work, suffers an occupational injury or contracts occupational disease will be granted occupational injury and diseases leave for the duration of the period he/she cannot work.

3.1.7.2. The Injury on duty must be reported within a period of five days to the employer by submitting the relevant documents to the Conditions of service Unit.

3.1.7.3. If an employee suffers a work-related injury as a result of an accident involving a third party, the manager will grant him or her occupational injury leave provided that the employee:

- a) Brings a claim for compensation against the third party.
- b) Undertakes to use compensation (in terms of the Compensation for Occupational Injuries and Diseases Act of 1993) received to recompense as far as possible for the cost arising from the accident.

3.1.7.4. When an employee is injured on duty or contracts an occupational disease the employer must pay the employee's medical expenses in terms of the provisions of the Compensation on Occupational Injury and Disease Act.

3.1.7.5. The Department may, depending on the circumstances, recover certain expenses in the event where a third party was the cause of the accident.

3.1.8. Prenatal Leave

3.1.8.1. A pregnant employee will be entitled to 8 working days prenatal leave per pregnancy to allow the employee to attend medical examination by a medical practitioner, midwife or tests related to the pregnancy. This can be utilised as a full day or part of a day.

3.1.8.2. An application for prenatal leave must be submitted at least 5 days in advance unless unforeseen circumstances prevent from doing so.

3.1.8.3. An application for prenatal leave must be supported by reasonable proof that the employee attended a doctor or went for tests related to the pregnancy.

3.1.8.4. Absences related to medical complications during the pregnancy will be covered by sick leave.

3.1.9. Maternity Leave

3.1.9.1. Employees are entitled to four consecutive calendar months paid maternity leave, for each confinement, to commence at any time from four weeks before the expected date of birth; or on a date from which the attending medical practitioner certifies that it is necessary for the employee's health or that of the unborn child.

3.1.9.2. For at least six weeks after birth, no employee may commence with normal duties unless the attending practitioner certifies that the employee is fit to do so.

3.1.9.3. Maternity leave may only be extended if the baby is born prematurely and is hospitalised during maternity leave, or the baby becomes ill and is hospitalised for a period longer than a month during the maternity leave

3.1.9.4. Maternity leave may be extended upon application by the granting of sick leave as a result of a medical complication, the granting of up to 184 calendar days unpaid leave; or the granting of annual leave.

3.1.9.5. Employees, who, during the third trimester of their pregnancy, experience a miscarriage, still birth or termination of the pregnancy on medical grounds, will be eligible for six consecutive week's paid maternity leave, there after maternity leave may be extended upon application by the granting of sick leave as a result of a medical complication.

3.1.10. Adoption Leave and Surrogacy Leave

3.1.10.1. An employee who adopts a child that is younger than two years, will qualify for adoption leave to a maximum of 45 working days, where after the granting of up to 184 calendar days unpaid leave; or the granting of annual leave will apply.

3.1.10.2. If both spouses of life partners are employed in the Public Service, both partners will qualify for adoption leave provided that the combined leave taken does not exceed 45 working days.

3.1.11. Family Responsibility Leave

3.1.11.1. An employee shall be entitled to five (5) working days family responsibility leave per annual cycle in the instance of employee's spouse or life partner gives birth to a child; or the employee's child, spouse or life partner is sick

3.1.11.2. An employee shall be entitled to five (5) working days leave per annual leave cycle for utilisation if the employee's child, spouse or life partner dies; or an employee's immediate family member dies.

3.1.11.3. An employee who has a child (ren) with severe special needs shall be granted five (5) working days family responsibility leave per calendar year. A child with severe special needs is a child who has a mental, emotional or physical disability, certified by a medical practitioner, which requires health related services of a type or amount beyond that required by children

generally. For the purpose of this provision “child” means the employee’s adoptive/son or adoptive/daughter of any age.

3.1.11.4. Proof substantiating the reason for family responsibility leave taken in the form of birth certificate, death certificate, medical certificate and/or affidavits stating the reasons for absence must be submitted upon return. If the deceased has a different surname an affidavit must be submitted stating the relationship to the deceased.

3.1.11.5. Employee who has used all their family responsibility leave may, subject to approval of the HOD and the emergencies of service, apply to use available annual leave; or use up to 184 calendar days for unpaid leave.

3.1.11.6. Family responsibility leave may be taken for part of the day .For example an employee who takes three hours off to attend to a family responsibility would use only three hours of their family responsibility leave entitlements. The Department must keep manual records of the utilisation of family responsibility leave taken for part of the day. After reaching the daily number of working hours of attendance prescribed, the employee must complete and submit a leave form. (Record of hours available shall be provided to an employee by Human Resource Conditions of Service).

3.1.12. Paternity Leave

3.1.12.1. An employee shall be granted three (3) working days paternity leave per calendar year for utilisation if the employee’s spouse or life partner gives birth to a child or adopts a child not older than two (2) years.

3.1.13. Leave for Office Bearers or Shop stewards:

3.1.13.1. Office bearers or shop stewards of recognised employee organisations shall receive up to 15 working days paid leave per annum for activities related to his/her union position.

3.1.13.2. The 15 working days shall be pooled per recognised trade union. Office bearers or shop stewards belonging to the same recognised trade union may apply for leave days from the pool.

3.1.13.3. The Head of Department must appoint an administrator of the pool and he/she must develop standard operating procedures to ensure that the utilisation of the pool is properly managed, recorded and monitored to ensure that the leave days available in the pool is not exceeded and/or abused.

3.1.13.4. A shop steward may apply for leave from the pool in respect of the recognised employee organisation she/he belongs to only. An individual shop steward may apply due to the union activities attached to his/her union position for either less than or more than 15 working days in a leave cycle. However, the shop stewards accessing the same pool of leave may not exceed the total number of leave days available in the pool.

3.1.13.5. Shop steward leave may only be utilised for activities related to the employee's union position. All applications for this type of leave must be submitted in writing on the prescribed leave application form.

3.1.13.6. The employee's supervisor shall liaise with the Labour Relations Manager and Human Resource Manager to validate the employee's involvement in a union activity/business and whether sufficient credits are available in the leave pool.

3.1.14. Unpaid Leave

3.1.14.1. If an employee has utilised all his/her annual leave with full pay, the manager may grant him/her unpaid leave, subject to the emergencies of the service.

3.1.14.2. Only in exceptional circumstances will the HOD grant the employee more than 184 calendar day of unpaid leave in a period of 18 months.

3.1.15. Leave Provisions for Casual Workers

3.1.15.1. A casual worker is not eligible to paid leave

3.1.16. Leave Provisions for temporary employees

3.1.16.1. **Annual leave:** A contract employee, shall at the beginning of his/her contract period be granted annual leave that is proportional to his/her term of employment at a rate of one-twelfth of the annual leave credit applicable to the employee category, per calendar month of service.

3.1.16.2. **Normal sick leave:** A contract worker, at the beginning of his/her contract period shall be granted normal sick leave that is proportional to his/her term of employment at a rate of one day normal sick leave per calendar month.

3.1.16.3. **Maternity Leave:** A contract worker shall be granted paid maternity leave that is proportional to her term of contract at a rate of 10 calendar days maternity leave with full pay calculated at each calendar month of her term of contract to a maximum of 4 calendar months, where after maternity leave without pay shall be granted. The total period granted in respect of maternity leave shall not exceed four consecutive calendar months.

3.1.16.4. **Prenatal Leave:** A contract employee who is pregnant shall qualify for prenatal leave at a rate of 1 working day paid leave for each calendar month of her term of contract to a maximum of 8 working days to allow the employee to attend medical examination by a medical practitioner, midwife or tests related to the pregnancy.

- a) An employee may utilise a full day or part thereof for prenatal leave
- b) In cases where part of a day is utilised, those episodes shall be recorded and a full day shall be deducted once the duration of absences equates the employee's prescribed daily working hours.
- c) An employee must submit her application for pre-natal leave in five (5) days unless foreseen circumstances prevent her from doing so.

4.1.16.5 **Adoption Leave and Surrogacy Leave:** A contract worker who adopts a child that is younger than two years, will qualify for adoption leave at a rate of 4 working days paid leave for each calendar month of his/her term of contract to a maximum of 45 working days.

5. Roles and Responsibilities

5.1. The **Head of Department** shall:

- 5.1.1. Ensure that all employees abide by the rules and regulations set out in this policy.

5.2. The **Employee** shall:

- 5.2.1. Abide by completing leave application form as per requirement.
- 5.2.2. Ensure that leave application is approved before going on vacation leave.

5.3. The **Immediate Supervisor** shall:

- 5.3.1. Receive all application for leave and recommend/not recommending leave as requested by the employee.
- 5.3.2. Ensure the completeness of recommended leave forms before submission for approval of the Programme Manager for approval.

5.4. The **Programme Managers** shall:

- 5.4.1. Approve/not approve leave requested by an employee.
- 5.4.2. Ensure that approved leave forms are submitted to HR for capturing on PERSAL.

5.5. The **Human Resource Management** (Conditions of Service) shall:

- 5.5.1. Check and verify completeness and capture leave forms on PERSAL
- 5.5.2. Conduct, analyse quarterly leave audits and report to the Director for Human Resource Management.
- 5.5.3. Provide training on leave management to all employees.

6. Review and Distribution

6.1. The **Director for Human Resource Management** is the responsible manager for this policy and for ensuring it is reviewed and updated.

6.2. This policy will be reviewed after 3 years but not later than 5 years from the last publication date. If necessary an updated version will be issued, if not a formal cover letter will be issued to supplement the cover of this Policy.

6.3. The Director for Policy and Planning will distribute updated versions to:

- 6.3.1. Member of the Executive Council for Health
- 6.3.2. Head of Department of Health

6.3.3. All Chief Directors, Directors and Deputy Directors (who will in turn distribute to their staff as appropriate)

7. Acknowledgements and Sources

- 7.1. Public Service Act 3 of 1994 as amended
- 7.2. Labour Relations Act 66 of 1995 as amended
- 7.3. Basic Conditions of Employment Act 75 of 1997 as amended
- 7.4. Compensation of Occupational Injuries and Diseases Act 130 of 1993 as amended
- 7.5. Public Service Regulations, 2001 as amended
- 7.6. Public Service Coordinating Bargaining Council (PSCBC) Resolutions 1999-2007
- 7.7. Department of Public Service and Administration (DPSA) Policy and Procedure on incapacity leave for ill-health Retirement (PILIR), 2005
- 7.8. DPSA Determination on Leave of absence in the Public Service, 2015.
- 7.9. Public Service Coordinating Bargaining Council (PSCBC) Resolution 1 of 2012

Approved by Head of

Department

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Date 25/05/2016

Ms GE Matiaopane