

Mpumalanga Provincial Government



Department of Public, Works Roads and Transport

PROCEDURE MANUAL FOR LEAVE MANAGEMENT POLICY

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Abbreviations

SMS	Senior Management Services
PSCBC	Public Service Coordinating Bargaining Council
Z1A	Application form for leave of absence
PILIR	Policy on Incapacity Leave and Ill-Health Retirement
HOD	Head of Department
HR	Human Resources
PERSAL	Personnel and Salary Administration System

Definition of terms

DEPARTMENT

Department means the Department of Public Works, Roads and Transport

SHORT PERIOD

Short period means temporary incapacity leave (less than 30 days) granted for an employee who exhausted his/her normal sick leave days.

LONG PERIOD

Long period means temporary incapacity leave (more than 30 days) granted to employee who exhausted his/her normal sick leave days.

EMPLOYEE

Employee means a person employed on a temporary or permanent basis by the Department.

SUPERVISOR

Supervisor means a person whom the employees report directly to.



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DIRECTORATE

Directorate means a component headed by SMS member.

ANNEXURE A

It means application form for temporary incapacity leave for a short period

ANNEXURE B

It means application form for temporary incapacity leave for a long period

1. Purpose

The purpose of the procedure manual is to help supervisors to manage leave and to ensure that employees understand their role in leave management.

2. Scope of applicability

The procedure manual is applicable to employees at all salary levels including Senior Management Services.

3. Statutory requirements

The procedure manual has been developed in line with the following policies:

- Policy on Determination of Leave of Absence in the Public Service, 2009.
- The Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- The Public Service Regulations 1999.
- Public Service Coordinating Bargaining Council Resolution 7 of 2000.
- Departmental Special Leave Policy

4. General Provisions

- 4.1 Any applications on leave shall be in line with the policy on leave determination
- 4.2 Directorates shall develop an annual leave plan for each leave cycle for staff at the beginning of each calendar year (January).



- 4.3 Except in exceptional circumstances, employees, shall not stay away from her or his place of duty unless an application for leave of absence has been lodged in writing and he/she has been informed by the supervisor that the application has been approved. The prescribed form Z1A shall be used.
- 4.3 Head of Directorates / Supervisor shall ensure that leave forms are submitted for all absences from duty and all outstanding leave forms are followed up and forwarded to the relevant HR component
- 4.4 Each Head of Directorates/ supervisor shall ensure that a leave register is developed and attendance register is maintained.
- 4.5 Leave register and attendance register shall be reconciled on monthly basis.
- 4.6 It is the responsibility of each Head of Directorate to issue a written communication advising staff under their control of the number of unused annual vacation leaves which has to be utilized within the prescribed period.
- 4.7 Employees are required to take a minimum of ten (10) consecutive working days in a twelve (12) months period and the remaining days shall be taken not later than six months thereafter otherwise the leave days shall be forfeited.
- 4.8 Service delivery requirements of the Department shall take precedence in considering application for leave.
- 4.9 Disciplinary action shall be taken against any official who fails to comply with the provision contained in this manual document

5. Procedures for leave application and management

5.1 Vacation

- Step 1:** An employee shall submit an application form for vacation leave together with an updated leave credit PERSAL report to the immediate supervisor in advance (at least 5 working days before commencing the leave).
- Step 2:** Upon receipt of leave application form, the Supervisor shall record the leave application details on the leave register.
- Step 3:** The Supervisor shall recommend/ not recommend and sign the leave application form.
- Step 4:** The supervisor shall then forward the application form to the approving official for a decision.
- Step 5:** The Supervisor shall inform the applicant on the decision taken (whether approved or disapproved).
- Step 6:** If approved, the application form shall not be handed back to the applicant but shall be registered and submitted within two working days direct to the HR component for processing.
- Step 7:** HR component shall record all received application forms and capture them on PERSAL within two working days.
- Step 8:** The HR component shall print and submit leave analysis report to supervisors after closing of salary run and the supervisor shall reconcile the analysis report with their attendance register and leave register.
- Step 9:** If discovered that some of the leave application forms are not captured or lost either in HR component or the section concerned, then the leave register together with copies of leave forms shall be submitted by the supervisor for capturing.
- Step 11:** HR component shall ensure that leave files of all employees are kept in a safe place.

5.2 Normal Sick Leave

- Step 1:** The employee shall make means to inform the supervisor about his /her illness immediately.
- Step 2:** An employee shall submit an application form for sick leave with a medical certificate attached if the employee was absent from work for more than 2 days subject to the eight week rule. This can be done personally or through a relative, fellow employee within five working days to the supervisor.
- Step 3:** The supervisor shall record the number of sick days taken on the leave register
- Step 4:** The employee shall complete the leave form immediately after coming back to work or the supervisor can arrange for a witness to sign on employee's behalf after five working days.
- Step 5:** The Supervisor shall recommend and sign the leave application form.
- Step 6:** The supervisor shall then forward the application form to the approving official for approval.
- Step 7:** The application shall be registered and submitted within two working days direct to the HR component for processing.
- Step 8:** HR component shall record all received application forms and capture them on PERSAL within two working days.
- Step 9 :** If discovered that some of the leave application forms are not captured or lost either in HR component or the section concerned, then the leave register together with copies of leave forms shall be submitted by the supervisor for capturing.
- Step 10:** HR component shall keep the leave record of each employee in a safe place.



5.3 Temporary Incapacity (PILLIR) Leave

Step 1: An employee who exhausted all the normal sick leave days in a three year cycle shall apply for temporary incapacity on Annexure A for short period and Annexure B for long period

Step 2: The supervisor acknowledge the application form for temporary incapacity and record it on the leave register.

Step 3: The Supervisor shall then submit the application form for temporary incapacity to HR within 5 working days.

Step 4: The HR shall process the application form for temporary incapacity within two working days after receipt.

Step 5: HR shall inform the employee of the outcome of his/her application within five working days.

5.4 Special Leave

Special leave refers to the special leave as defined in the Departmental policy

- Step 1:**
- a. An employee shall submit an application form for study leave, maternity leave and adoption leave to the immediate supervisor at least 5 working days before commencing the leave.
 - b. An employee shall submit an application form for a family responsibility with supporting documents to the immediate supervisor within two days after a leave has been taken.
 - c. An employee shall submit an application form for occupational injuries with supporting documents to the immediate supervisor within two days after a leave has been taken.
 - d. Office Bearers shall submit an application form for special leave two days before leave is taken except in exceptional cases.



- Step 2:** Upon receipt of leave application form, the Supervisor shall recommend and record the leave application details on the leave register.
- Step 3:** The supervisor shall then forward the application form to the approving official for a decision.
- Step 4:** The Supervisor shall inform the applicant on the decision taken (whether approved or disapproved).
- Step 5:** If approved, the application form shall not be handed back to the applicant but shall be registered and submitted within two working days direct to the HR component for processing.
- Step 6:** HR component shall record all received application forms and capture them on PERSAL within two working days.
- Step 7:** The HR component shall print and submit leave analysis report to supervisors after closing of salary run and the supervisor shall reconcile the analysis report with their attendance register and leave register.
- Step 8 :** If discovered that some of the leave application forms are not captured or lost either in HR component or the section concerned, then the leave register together with copies of leave forms shall be submitted by the supervisor for capturing.
- Step 9:** HR component shall ensure that leave files of all employees are kept in a safe place.

5.5 Authorized Unpaid Leave

- Step 1:** An employee shall submit an application form for authorized unpaid leave together with a motivation letter to immediate supervisor in advance (if an employee e.g. apply for 20 days unpaid leave, he /she shall apply at least 20 days before.)
- Step 2:** Upon receipt of leave application form, the Supervisor shall recommend and record the leave application details on the leave register.

LEAVE CONTROL REGISTER

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- Step 3:** The supervisor shall then forward the application form together with the motivation letter to HR for processing.
- Step 4:** HR component shall record all received application forms and make submission to the HOD within two days.
- Step 5:** HR shall inform the Supervisor on the outcome of the application and subsequently the Supervisor shall inform the applicant.
- Step 6:** HR component shall ensure that leave files of employees are kept in a safe place.

APPROVAL

Approved


K.M. MOHLASEDI
HEAD OF DEPARTMENT

Date: 2012/5/28