

MPUMALANGA PROVINCIAL GOVERNMENT



DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

DEPARTMENTAL PROCEDURE MANUAL FOR LEAVE MANAGEMENT

Issue:.....3.0

Section.....Human Resource Practices and Administration

Date of Approval:

JV *[Signature]*

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2. ABBREVIATIONS

Z1A form	Application for leave of Absence
BPA	Business Process Automation
SLA	Service Level Agreement
PSCBC	Public Service Coordinating Bargaining Council
HOD	Head of Department
SMS	Senior Management Service
MMS	Middle Management Service
HRM	Human Resource Management
PILIR	Policy on Incapacity Leave and Ill - Health Retirement
PERSAL	Personnel and Salary Administration System
PSA	Public Service Act
HPCSA	Health Professions Council of South Africa

3. DEFINITION OF TERMS

DEPARTMENT

Department means the Department of Public Works, Roads and Transport

ANNEXURE A

Temporary incapacity leave short period means 1 to 29 working days to be granted for an employee who exhausted his/her normal sick leave days and should have supporting documents.

ANNEXURE B

Temporary incapacity leave long period means 30 working days or more to be granted for an employee who exhausted his/her normal sick leave days and should have supporting documents.

ANNEXURE E

Head of Department's report to Health Risk Manager for Ill-Health Retirement

EMPLOYEE

Employee means is a person employed by any organization/department on a temporary or permanent basis to perform a particular job/work in return for pay/remuneration.

SUPERVISOR

A supervisor is a person who supervises employees/who is in charge of employees in an area of work and makes sure that work is done correctly and according to the rules. In other word the supervisor means a person whom the employees' reports direct to him/her.

INITIATOR

Means the leave applicant.

RECOMMENDER

Means the Supervisor/Manager or his/her delegate responsible for recommending leave applications.

APPROVER

Means the Supervisor/Manager or his/her delegate responsible for approving leave applications.

VERIFIER

An HR official who is delegated/assigned to verify the correctness of the attached documents and leave routing.

BOXFUSION

Service provider contracted by Mpumalanga Provincial Treasury to provide and manage the Business Process Automation Electronic Leave Management System.

SMART GOV

ONLINE integrated systems

USER WITHOUT COMPUTER

Employees who are not using/unable to make use of computers

E-LEAVE SYSTEM

e-Leave system is a web-based Leave Management System that automates the leave application and approval process.

SERVICE LEVEL AGREEMENT

Set expectations between the Service provider (Boxfusion) and the Customer (Mpumalanga Provincial Treasury) and describes the services to be delivered.

DIRECTORATE

Directorate responsible for particular work especially in government headed by SMS Member.

LEAVE DETERMINATION

Means the Determination and Directive on Leave of Absence in the Public Service made by the Minister for Public Service and Administration in terms of section 3(5)(a) of the PSA, as amended from time to time.

LEAVE OF ABSENCE

Permission to be away from work for a period of time

4. PURPOSE

The purpose of this leave manual is to regulate the provision and granting of general leave within the framework of the measures and guidelines set out in the Determination and Directive on Leave of Absence in the Public Service, issued during August 2021 by the Minister for Public Service and Administration (MPSA), the Public Service Co-ordinating and Bargaining Council Resolution No. 7 of 2000 and the Basic Conditions of Employment Act, 1997 (Act No.75 of 1997), through the Business Process Automation (BPA) electronic leave (e-Leave) Management System replacing the manual Z1A leave application form. To also assist employees, supervisors and managers within the Department on leave management and how to apply for a leave of absence.

5. SCOPE OF APPLICABILITY

The procedure manual is applicable to all personnel appointed under the Public Service Act within the department.

6. STATUTORY REQUIREMENTS

The procedure has been developed in line with the following statutory requirements:

- Public Service Act of 1994 as amended
- The Public Service Regulations of 2016 as amended
- The Basic Conditions of Employment Act of 1997 as amended
- Determination and Directive on Leave of Absence in the Public Service of 2021 as amended
- Departmental Leave Management Policy
- Policy on Incapacity Leave and Ill-health Retirement of 2009 as amended
- Provincial Leave Management Policy Framework
- PSCBC Resolution 7 of 2000 as amended
- PSCBC Resolution 1 of 2012

7. GENERAL PROVISIONS

- 7.1 All applications on leave must be in line with the Determination and Directive on Leave of absence in the Public Service of 2021 and the policy on Incapacity leave and ill health retirement of 2009 as amended.
- 7.2 Directorates must develop an annual leave plan for each leave cycle for staff at the beginning of each calendar year (January).
- 7.3 Except in exceptional circumstances, employees, may not stay away from her/his place of duty unless an online application for leave of absence has been lodged in writing and he/she has been informed by the supervisor/ and or the online system that the application has been approved. The application will automatically be populated on the prescribed form Z1A after approval has been obtained.
- 7.4 Head of directorates/supervisors must ensure that online application for leave are submitted for all absences from duty.
- 7.5 Each Head of Directorates/supervisor must ensure that a attendance register is monitored.

- 7.6 It is the responsibility of HR to issue a written communication advising staff to utilise their unused annual vacation leave which has to be utilized within the prescribed period.
- 7.7 Employees are encouraged to take a minimum of ten (10) consecutive working days in a twelve (12) months period and the remaining days must be taken not later than six months thereafter otherwise the leave days will be forfeited. The utilization of this leave must take the service delivery requirements of the Department into account.
- 7.8 Disciplinary action will be taken against any official who fails to comply with the provision contained in this manual document.
- 7.9 Recommenders and Approvers must ensure that they action online leave application from applicants within 2 working days in accordance with the Service Level Agreement.

8. LEAVE APPLICATION PROCEDURE

- 8.1 An employee must submit the leave application for leave of absence using the e-Leave Management System and communicate the intended leave to be taken with his/her Supervisor/Manager.
- 8.2 Managers/ supervisors are required to attend the leave applications within 2 working days, as promulgated in the Determination and Directive of Leave of absence in the Public Service.
- 8.3 In the event an application for leave of absence has not been recommended/approved/referred back, the employee must be informed immediately verbally /telephonically and in writing.
- 8.4 Employees/applicant are encouraged to keep track of his/her leave applications using the indicators, and advise his/her supervisor on the status of the application.

9. ONLINE LEAVE SETTINGS

- 9.1 An employee must first download the app in the smart phone, enter username known as PERSAL number and password to login to e-leave management system. (<https://bpadpwrt.mpg.gov.za>)
- 9.2 An employee must update his/her personal details on the e-Leave Management System, (update contact number and email address).
- 9.3 An employee must do leave routing to indicate the reporting structure of the recommender and the approver of his/her leave application
- 9.4 An employee must do settings on leave management to allow the system to inform him/her on the status of his/her application.

10. PASSWORD RESET

10.1 Resetting of passwords is done through the following:

- Change password by using "Password@1"
- First time users must login by using Password @1
- Contact the Departmental e-Leave Champion for assistance
- Self-resetting via the "Forget Password" feature
- Through email connected to the Administrator

11. PROCEDURE FOR LEAVE APPLICATION AND MANAGEMENT

11.1 ANNUAL LEAVE (VACATION)

- 11.1.1 Employees are entitled to annual leave with full pay during each leave cycle of 12 months, commencing on 01 January of each year. An employee with less than 10 years of service is entitled to 22 days while an employee with more than 10 years of service is entitled to 30 days' annual leave.
- 11.1.2 An employee must submit an online application for annual leave to the immediate supervisor in advance (at least 5 working days before commencing the leave).
- 11.1.3 If an employee is confronted with unforeseen circumstances he/she must report to his/her immediate supervisor immediately.
- 11.1.4 An employee shall submit an online application for annual leave immediately using an eLeave app which accessible through a computer, laptop or a cell-phone.
- 11.1.5 The Supervisor/Manager must attend the leave transactions within 2 working days in terms of Service Level Agreement (SLA).
- 11.1.6 Late leave applications will require a comment on the e-leave system.
- 11.1.7 HR component must manage all online verification, leave routing and rejected applications which are rejected due to overtime/ S&T claims or terminations), and capture them manually on PERSAL.
- 11.1.8 If discovered that some of the online leave applications are not reflecting on the supervisor incoming items, the immediate Supervisor must make a follow-up with the employee and request HR for assistance
- 11.1.9 Employees must track their online applications using the indicators and conscientise the supervisor of the leave the application.

11.2 NORMAL SICK LEAVE

- 11.2.1 An employee is entitled to 36 working days sick leave with full pay over a three-year cycle.
- 11.2.2 Any unused sick leave credits shall lapse at the expiry of the three-year cycle. The employee's must immediately notify the employer of his/her absence from work (sick leave) and must make sure that the applications are captured on e-Leave within 5 working days.
- 11.2.3 An employee must submit an application for sick leave on e-Leave system and attach medical certificate in respect of his/her sick absence for every occasion of 3 or more sick leave days, issued and signed by the medical practitioners and persons who are certified to diagnose and treat patients and who are registered with the following professional councils established by an Act of Parliament shall be accepted the Health Professions Council of South Africa, the Allied Health Professions Council of South Africa, the South African Nursing Council.
- 11.2.4 The employee's manager/supervisor must immediately notify the employee that if such application is not received within 2 working days, the leave period will be regarded as unpaid leave or annual leave.

If the employee fails to submit the application on time or compelling reasons why an application cannot be submitted, the supervisor/manager must immediately inform the Human Resource division and the relevant authority shall approve such absence as unpaid leave or annual leave if the employee consents.

The employee's supervisor/manager/ Head of Departments and/or his/her delegate must within 2 working days from receipt of the leave application recommend/not recommend and/or approve/disapprove this leave application and submit through e-Leave system in the department.

- 11.2.5 Failure by the employee to submit his/her application within the stated periods, or failure by the supervisor/manager to properly manage it, must be viewed in a serious light and disciplinary steps against the employee and/or supervisor/manager should be taken.
- 11.2.6 HR official, who is appointed to verify attachment of e-Leave system, must ensure that he/she verify all applications immediately on e-Leave system in order to allow the supervisor to recommend the application.
- 11.2.7 The recommender must verify if sick leave days taken correspond with the attached medical certificate before it is recommended. NOTE: the supervisor will not be able to recommend the sick leave application without opening the attachments. The supervisor must recommend the leave within 2 working days.
- 11.2.8 The approver will also confirm the leave days taken by an employee, confirm the attachment if it corresponds with sick leave taken, if it is correct, he/she will then approve the application within 2 working days.
- 11.2.9 The application must be recommended/approved within 2 working days as per Service Level Agreement, if not complied with the time frame, the system will require comments for the late approval in order to proceed with the approval.

11.3 TEMPORARY INCAPACITY (PILIR) LEAVE

- 11.3.1 Incapacity leave is not an unlimited number of additional sick leave days at an employee's disposal. Incapacity leave is additional sick leave granted conditionally at the employer's discretion, read with the Policy and Procedure on Incapacity Leave for Ill-health Retirement determined by the Minister for Public Service and Administration in terms of sec. 3(3)(c) of the Public Service Act, 1994, (hereafter referred to as PILIR).
- 11.3.2 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 illness, may apply for temporary incapacity leave with full pay on the applicable application form prescribed in terms of PILIR in respect of each occasion.
- 11.3.3 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. The employee's supervisor or delegate must within two working days from receipt of the leave application form recommend/ not recommend the application and submit to the relevant Human Resource division in the department.
- 11.3.4 The Supervisor must acknowledge the application form for temporary incapacity and record it on the leave register. The Supervisor must then submit the application form for temporary incapacity to HR within 5 working days.
- 11.3.5 The Head of Department must within 5 working days from the receipt of the employee's application for temporary incapacity leave:-
 - 11.3.5.1 Conditionally grant a maximum of 30 consecutive working days' temporary incapacity leave with full pay subject to the outcome of his/her investigation into the nature and extent of the employee's illness/injury; and

11.3.5.2 Refer the application with all the supporting evidence immediately to its Health Risk Manager in accordance with the PILIR for an assessment and advice.

11.3.6 The following procedures should be followed when an employee applies for Temporary Incapacity Leave:-

11.3.6.1 Temporary Incapacity Leave - Short Period (Annexure A application form), if the employee applies for a period of absence not longer than 29 working days per occasion, after the normal sick leave credit have been exhausted, in a sick leave cycle; and

11.3.6.2 Temporary Incapacity Leave - Long Period (Annexure B application form), if the employee applies for a period of absence of 30 or more working days per occasion, after the normal sick leave credit have been exhausted, in a sick leave cycle.

11.3.7 For an employee's application for temporary incapacity leave to be considered:-

11.3.7.1 An employee must submit sufficient proof that he/she is too ill/injured to perform his/her work.

11.3.7.2 The application form must, regardless of the period of absence, be accompanied by a medical certificate with the medical information form (Appendix 1) in support of the mandatory medical certificate in the case of a Short/long period of temporary incapacity leave, issued and signed by a Medical practitioner registered with HPCSA body.

11.4 **PERMANENT INCAPACITY LEAVE**

11.4.1 An employee shall not directly access or apply for permanent incapacity leave. The employer may grant an employee up to a maximum of 30 working days' permanent incapacity leave once he/she is following the above-mentioned assessment process determined that an employee's condition is permanent. The Employer must during this period and in accordance with the advice of the Health Risk Manager, ascertain the feasibility of:-

11.4.1.1 Alternative employment; or

11.4.1.2 Adapting duties or work circumstances to accommodate the employee.

11.4.2 The Employer may extend the period, referred to in paragraph, up to a maximum 30 working days in order to finalise processes already commenced. If the processes are not followed within the 60 working days, the case must be referred to the Director-General: Public Service and Administration together with a report explaining the reasons for the delay.

11.5 **EMPLOYEES WHO PASSED AWAY**

11.5.1 If an employee passed away 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 from the Health Risk Manager.

11.6 ILL-HEALTH RETIREMENT

- 11.6.1 The Employer must submit an application for ill-health retirement to the Health Risk Manager as soon as it is evident that an employee may not be able to return to work following incapacity.
- 11.6.2 An employee may decide to apply for ill-health retirement If both the Employer and the employee are convinced that the employee will never be able to render an effective service at her or his level or rank, the employee/employer may proceed with the process of termination of service on grounds of ill-health, which be dealt with in terms of section 17(2)(a) of the PSA.
- 11.6.3 An application for ill-health retirement may be lodged even before an employee's normal sick leave credits have been exhausted.
- 11.6.4 The HR must process the application form for temporary incapacity within 5 working days after receipt of the application from the Health Risk Manager.
- 11.6.5 HR must inform the employee of the outcome of his/her application within 5 working days on receipt from the Health Risk Manager.

11.7 SPECIAL LEAVE

All applications for special leave should be made in line with the provision of the Departmental policy on leave as well as the Determination and Directive on Leave of Absence in the Public Service, and should adhere to the following steps:-

An employee must submit an online application accompanied by (a) supporting document(s) from the recognised academic institution within 5 working days before commencing the leave.

11.7.1 LEAVE FOR THE PURPOSE OF EXAMINATIONS/TESTS

- 11.7.1.1 An employee is entitled to three working days of special leave per subject for the writing of exams and semester test. Two days for preparation and one day for writing exam and an additional one day in the event of multiple exams schedules for the same day.
- 11.7.1.2 The total leave for examinations/test is limited to 24 working days per calendar year.

11.7.2 LEAVE FOR RESEARCH IN SUPPORT OF A POST GRADUATE QUALIFICATION

- 11.7.2.1 An employee must apply in advance for a maximum of 12 working days of special leave per Calendar year for research purposes related to their thesis/dissertation for a postgraduate qualification. Supporting evidence must be attached from a academic institution.
- 11.7.2.2 An employee must submit proof of the results within five (5) working days after released by the academic institution.

11.7.3 LEAVE FOR THE ATTENDANCE OF CLASSES DURING WORKING HOURS

- 11.7.3.1 An employee must submit in advance an online special leave application for mandatory classes/study schools attendance during working hours to a maximum of 5 working days per quarter or trimester.
- 11.7.3.2 An employee must provide a certified copy of their proof of registration and official schedule of the mandatory classes, study schools, or working groups to be attended.

- 11.7.3.3 The Supervisor shall maintain a system to record episodes where the employee utilized part of a day. One day's leave for the attendance of classes during working hours shall be deducted from the allocated quantum once the duration of absence equates the employee's daily working hours per quarter/trimester.

11.7.4 LEAVE FOR TRAINING WHICH CONSIST OF PRACTICAL WORK

- 11.7.4.1 An employee studying part-time or via correspondence, who is required to undergo practical work or exposure to specialized work environments as part of their qualification requirements, may apply for special leave for the duration of the period required to complete the practical work
- 11.7.4.2 An employee must apply in advance providing a certified copy of their proof of registration and official schedule of the practical work to be performed.

11.7.5 LEAVE FOR PARTICIPATION IN AMATEUR SPORT

- 11.7.5.1 An employee must apply in advance for a maximum of five (5) working days of special leave per calendar year to participate in amateur sport.
- 11.7.5.2 An employee must provide written proof from the relevant recognized amateur sports association confirming the nature of participation and its duration.

11.7.6 LEAVE FOR PARTICIPATION IN CULTURAL EVENTS

- 11.7.6.1 Eligible employee must apply in advance for special leave for participating in a cultural event for a maximum of five (5) working days per calendar year.
- 11.7.6.2 An employee must submit a written proof from the relevant National or Provincial Registered cultural organization confirming the nature of participation and its duration.
- 11.7.6.3 Employees who volunteer in other capacities during cultural events/tours and employees who participate as professional artists are excluded.

11.7.7 LEAVE FOR NATURAL OR ANY OTHER UNFORSEEN DISASTERS

- 11.7.7.1 An eligible employee must apply for special leave for natural or any unforeseen Disaster causing extensive threat to life and property, hindering his/her ability to report for duty.
- 11.7.7.2 Upon return to work an employee must apply in writing for special leave substantiate with reasonable proof demonstrating their inability to attend work due to disaster. Proof includes an affidavit from the employee detailing the disaster's occurrence and its personal impact, preventing them from reporting for duty.

11.7.8 LEAVE FOR RESETTLEMENT

- 11.7.8.1 An eligible employee must apply for resettlement special leave due to transfer or relocate/resettle in another city or town for a maximum of two (2) working days of special leave per calendar year to supervise the packaging/loading and unloading/unpacking of personal effects.

11.7.9 LEAVE FOR REHABILITATION FROM SUBSTANCE ABUSE

- 11.7.9.1 An illegible employee may be granted special leave for rehabilitation from substance abuse at a rehabilitation clinic or institution, to a maximum of twenty-one (21) working days within a period of 36 months.
- 11.7.9.2 Employee must apply in advance, providing documentation including the admittance letter from the rehabilitation clinic/institution and a letter from a registered medical practitioner confirmation the addiction and indicating the period of treatment.

11.7.10 LEAVE FOR EVENTS RELATED TO COMMUNITY OR THIRD PARTY PROTESTS

- 11.7.10.1 An employee who are directly affected by the events related to community or third part protests, causing a threat to life, property, or hindering their ability to report for duty may be granted special leave for the period they could not attend work.
- 11.7.10.2 Upon return to work, the employee must apply in writing for such special leave supported by an affidavit detailing the circumstances of their absence.

11.7.11 ABSENCE FROM DUTY WHICH ARE NOT RECORDED AS ABSENCE

11.7.11.1 An employee is not considered absence from duty in the following instances:

11.7.11.2 Appearing as a witness:

- (a) In a court case
- (b) In a misconduct case according to the law.
- (c) Before a commission or committee of enquiry appointed by the State.
- (d) At an inquest
- (e) Appearing as a defendant or co-defendant in a civil court case arising from official duties and which the State has a direct interest.
- (f) Attending a course, lecture, etc., authorised by the Head of Department during official working hours as part of the employee's personnel development plan.
- (g) Undertaking a study tour approved by the employer.
- (h) Attending an interview for an advertised post within the Public Service, with the absence not recorded as leave only for the scheduled interview day.
- (i) Visiting the new place of work before the date of transfer.

11.7.11.3 Employees must inform their supervisors or HR department in advance of any instances mentioned above where absence from duty is not to be recorded as leave.

11.7.11.4 Supervisors and HR personnel are responsible for documenting and maintaining records of these instances.

11.7.11.5 HR must verify the attachment before the system can forward the application to the Supervisor who is a Recommender/Approver.

11.7.11.6 Upon receipt of leave online application, the Supervisor must recommend the online application within two days as per the Service Level Agreement (SLA).

11.7.11.7 The Supervisor/Manager must first acknowledge the attachment before Recommending/ approving the online application by downloading the attachment, the system will inform the applicant on the decision taken (whether approved or disapproved).

11.7.11.8 The HR component must submit leave analysis report to supervisors quarterly.

11.8 UNPAID LEAVE

- 11.8.1 An employee must submit an application for authorized unpaid leave together with a motivational letter to HR through the immediate supervisor in advance.
- 11.8.2 HR component must record all the received application forms and make submission to the HOD within 2 working days.
- 11.8.3 HR must inform the Supervisor on the outcome of the application and subsequently the Supervisor must inform the applicant.
- 11.8.4 The application must then be captured by HR on PERSAL System.
- 11.8.5 HR component must ensure that leave files of employees are kept in a safe place.
- 11.8.6 All unauthorised unpaid leave must be submitted by the supervisor to HR for capturing.

11.9 Authorized Unpaid Leave

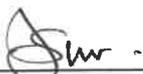
- 11.9.1 An employee must submit an application for authorized unpaid leave together with a motivation letter to HR through the immediate supervisor in advance (if an employee, eg. Apply for 20 days unpaid leave he/she must apply at leave 20 days before.)
- 11.9.2 HR component must record all received application forms and make a submission to the Head of the Department within two days.
- 11.9.3 HR must inform the Supervisor on the outcome of the outcome of the application subsequently the Supervisor must inform the employee.
- 11.9.4 The applicant must then submit the online application for authorized unpaid leave with the attachment (approval) for the recommendation of the supervisor.
- 11.9.5 After the recommendation of the supervisor the system will then forward the application to the approving official for signature.
- 11.9.6 HR component must ensure that leave such applications are filed in the employee's file.

11.10 AMENDMENT OF THE PROCEDURE MANUAL

The policy shall be amended within 3 years or when needed as a result of any amendments of the National Determination and Directive of the Leave of Absence in the Public Service.

12. APPROVAL

This procedure manual was approved by the Acting Chief Director: Human Resource Management and Development of Public Works Roads and Transport on 25 (day) of September (month), at RGC (place).



MR. JV NTIMBA
ACTING CHIEF DIRECTOR: HRM & D

25/09/2024
DATE

