

CIRCULAR NO. 05 OF 2024

TO	ALL RESPONSIBILITY MANAGERS ALL EMPLOYEES
FROM	HEAD OF DEPARTMENT
DATE	12 MARCH 2024
SUBJECT	ENFORCEMENT OF EFFECTIVE LEAVE MANAGEMENT

This serves as a reminder to all employees regarding the importance of effective leave management. The directive below should be strictly adhered to.

1. Late submission, recommendation, approval and capturing of leave is noted with concern.
2. Employees are therefore urged to ensure timeous submission of leave applications, recommendation and approval of leave, in accordance with the provisions of the leave directive, the Determination on leave of absence in the Public Service, which stipulated that applications for leave must be submitted in advance or prior to leave being taken, unless in the case of an emergency or if confronted with unforeseen circumstances.
3. 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.
4. Employee must submit an application for annual leave personally or through a relative, fellow employee within 5 working days after the first day of absence and the employee's supervisor/manager/ Head of Department and/or his/her delegate must within two working days from receipt of the leave application form recommend/not recommend and/or approve/disapprove this leave application and submit to the relevant Human Resource
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.**

6. All responsibility managers are urged to ensure that ALL pending leave transactions are cleared on SDIMS. It is acknowledged that load-shedding and connectivity challenges are hindering service delivery, but employees are urged to make optimal use of resources available to them.
7. Responsibility managers are reminded to action leave applications within 2 working days, from receipt of the application, as it has been noted that pending leave applications on SDIMS are not cleared within the stipulated timeframes.
8. **All employees who intend to utilize their annual leave during March 2023, must apply by 22 March 2024 and the afore-mentioned leave must be approved on SDIMS and captured on PERSAL by 31 March 2023.**
9. **All pending leave applications must be actioned on SDIMS by 22 March 2023.**
10. **All HR practitioners to ensure that pending leave transactions relating to the previous leave cycles are captured on PERSAL by 31 March 2023.**
11. Employees are further reminded to sign attendance register on a daily basis and to record attendance on SDIMS. In cases where employees are not office-bound, outstation applications must be submitted on SDIMS.

Yours in service delivery

✚

MR M MACHEMBA
HEAD OF DEPARTMENT

DATE: 15/03/2024