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STANDARD OPERATING PROCEDURE: LEAVE MANAGEMENT PROCESS		
Document Owner:		Chief Director : Corporate Services

Approval Date	17 August 2018	
Commencement Date	17 August 2018	
Review Date	17 August 2019	
Periodical Review	Annually	
Resources	Staff, Stationary, ICT Equipment	
Intent of SOP	To document the standard operating procedure (SOP) for the Leave Management Process to assist the relevant HRA officials in rendering the service.	
Scope	The SOP applies to the process of Leave Management in the Department of Social Development within the Eastern Cape Government.	
Objective(s)	To provide integrated strategic direction and support to achieve good governance at all times	
Definitions .	**SDIMS:** Social Development Information Management System	
	Z1 Form: Manual leave application form	
Key Performance Indicator	Number of HR Practices implemented	
Principles	**Bathopele Principle:**	

	Consultation: Employees should be consulted on the nature, quantity and quality of services to be provided in order to determine the needs and expectations of the end users.
	Service Standards: Employees should be told what level and quality of public services they will receive so that they are aware of what to expect.
	Ensuring courtesy: Employees should be treated with courtesy and respect.
	Access: All employees should have equal access to the services to which they are entitled
	Information: Employees should be given full, accurate information about the public services they are entitled to, e.g. through induction training and workshops.
	Openness and transparency: Employees should be told about process implementation.
	Redress: The Employer should establish a mechanism for recording any public dissatisfaction by handling complaints fast and efficiently.
	Participation
	All line managers and employees are key to the successful implementation of effective and efficient leave Management.
	Accountability
	All line managers and employees will be required to account for non-adherence to the provisions of leave Management. Non-compliance will be dealt with in terms of the Disciplinary Code and Procedures.
Compliance Measures	Determination on leave of absence in the Public Service.
	Policy and procedure on incapacity leave and Ill-health retirement.
	Z1 Leave application form must be completed when applying for leave, except for application of incapacity leave.
	Leave form must be recommended and approved.

BENEFIT – LEAVE MANAGEMENT PROCESS

No.	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
1	Apply for the leave	• Request leave credit report from HR to verify availability of credits. Inform your supervisor of your intention to take leave. • Complete the application on SDIMS and request leave credit report. • Manual applications (Z1 form) are only acceptable when there are systematic errors e.g., no server connectivity etc. • Submit the application form to the Supervisor for recommendation. • In case of sick, special or family responsibility leave, attach supporting documents (e.g. sick note, death certificate, time table).	• Applicant	• Leave credits report • Signed leave application	1 day
2	Recommend leave application and forward to head of section for approval	• Indicate if leave is recommended or not recommended and give reasons if the application is not recommended on SDIMS or Z1.	• Supervisor	• Recommended leave application	1 day
3	Approve leave application and forward it to HR for capturing	• Indicate if leave is approved or not approved and give reasons if the application is not approved on Persal or Z1.	• Head of section	• Approved leave application	1 day

4	Capture leave in PERSAL system	• Capture leave on function #4.5.4.	• HR Production Clerk	• Captured leave application transaction	1 day
5	Approve leave application on the PERSAL system	• Approve leave on Function #6.8.20.	• HR Production Supervisor	• Updated leave credits	1 day
6	Record manual leave application in the Leave Register	• Record leave form in Leave Register.	•	• Updated Leave Register	1 day
7	Submit approved leave application form at Registry for filing	• Submit leave applications to the Registry Clerk and ensure that the register is signed as proof of submission.	• HR Production Clerk	• Updated Personal file	1 day
8	Compile monthly Leave report	• Request Persal and SDIMS leave report, analyze it and compile the monthly leave report.	• Assistant Director	• Leave Management Report	1 day
9	Attend to Request for Information relating to Leave Management	• Provide internal Audit and Auditor General South Africa with requested leave related information.	• Assistant Director	• Qualified / Unqualified report	3 days depending to the volume of requested information.

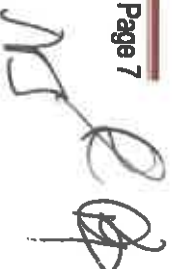| #	Task	Details	Responsible	Output	Time
10	Implement leave without pay due to over granted leave	• In case of leave of Absence. • Inform the employee in writing that leave without pay will be implemented. • Leave without pay is captured on function #4.5.4 for over-granted leave that has occurred due to non-compliance to the leave directive.	• HR Production Clerk	• Leave Report • PERSAL transaction awaiting approval	2 Day
11	Approve leave transaction	• Leave is approved on function #6.8.20.	• HR Production Supervisor	• Approved PERSAL transaction	1 Day
12	Authorize leave transaction	• Authorize on function #6.8.30.	• Assistant Director	• Authorised PERSAL transaction • Salary advise reflecting deduction	1 Day
13	Amend disallowance amount to be deducted	• If the total balance cannot be deduction in one month • Capture on function #5.4.5 to amend the amount to be deducted monthly. • Approve disallowance on function #6.8.20. • Inform the employee about the deduction details (amount and period of deduction) in writing before deduction is affected.	• HR Production Clerk • HR Production Supervisor • HR Production Clerk	• Approved disallowance transaction • Signed deduction letter by Director: HRA	1 Day

| 14 | Record outstation | • When an employee is required to perform official duties away from his/her work station or attend a work related workshop, an outstation application is captured on SDIMS. Relevant documents e.g. invitation or itinerary must be attached.
• Application is recommended and approved on SDIMS. | • Applicant

• Supervisor
• Head of Section | • Invitation
• Itinerary
• Captured application on SDIMS

• Approved application on SDIMS | 1 Day |

LEGISLATION, POLICIES, PROCEDURES & OTHER DOCUMENTATION (i.e. SOPs)

Document Name	Document Description	Effective Date (if applicable)
Determination On Leave of Absence	Determination On Leave of Absence in the Public Service.	June 2015
The Basic Conditions of Employment	The Basic Conditions of Employment Act 75 of 1997, as amended.	December 1997
Policy & Procedure on Incapacity leave and Ill-health retirement	Policy & Procedure on Incapacity leave and Ill-health retirement.	December 2005

LEAVE MANAGEMENT PROCESS RISKS

Risk Name	Risk Description	Probability (H / M / L)	Impact (H / M / L)	Control Description	System / Manual
Leave taken with insufficient leave	Leave taken with insufficient / no leave credit result to unpaid leave.	M	M	Officials must get Leave credit report before leave application submission.	System (PERSAL)
Non recording of hourly leave taken	Non recording of hourly leave taken lead to misuse of leave credits.	M	M	Proper recording of leave taken on attendance register.	System

AUTHORISATIONS

Authorization:	Name:	Comments	Signature:	Date:
Director : MIS	N.A.Mazizi	NB SOB College		26/16018
Director: HRA	A.C.P Booi			2/8/18
Chief Director: Corporate Services	F.S. Myburgh			2/8/2018
Head of the Department	N.Baart	SUBJECT TO STRUCT ROLEVANCE + mandate.		17/08/2018
Distribution and Use of SOP	District Directors, all Deputy Directors, Corporate Service Deputy Directors, Service Managers, Area Managers, Assistant Directors			