



## **KWAZULU-NATAL PROVINCE**

**OFFICE OF THE PREMIER  
REPUBLIC OF SOUTH AFRICA**

### **DIRECTORATE:**

Private Bag X454, PIETERMARITZBURG, 3200

1<sup>st</sup> Floor, Invesco Centre, 16 Chatterton Road, Pietermaritzburg, 3200

Tel: 033 – 328 1760; email: madoda.jamile@kznpremier.gov.za

**HUMAN RESOURCE POLICY & PRACTICES**

Enquiries: Mr QM Jamile

### **Circular No. 03 of 2020**

**TO: ALL HEADS OF DEPARTMENT**

**Cc: HEADS OF HUMAN RESOURCE MANAGEMENT/CORPORATE SERVICES**


#### **PSCBC RESOLUTION 1 OF 2020 AGREEMENT ON THE AMENDMENT OF UNUSED 2019 ANNUAL LEAVE**

1. The purpose of this circular is to inform all staff on the latest developments regarding the agreement on the amendment of Public Service Co-ordinating Bargaining Council Resolution (PSCBC) Resolution 5 of 2001 Annual Leave.
2. Following the Presidential announcement in response to COVID-19 pandemic, the Honourable President of the Republic of South Africa declared a national disaster and subsequently a nationwide lockdown in terms of the Disaster Management Act, 2002 to prevent the escalation of the disaster or to alleviate, contain and minimise the effects of the disaster came into effect.
3. In terms of the policies governing annual leave in the public service, the commencement of the lockdown coincided with the grace period of the 2019 leave cycle, which grace period ended on 30 June 2020.
4. Subsequently, the employer and the PSCBC have concluded an agreement in terms of the PSCBC Resolution 1 of 2020 wherein a once off agreement for the purpose of 2019 Annual Leave has been reached.
5. In terms of PSCBC Resolution 1 of 2020, clause 7.1 (d) of PSCBC 5 of 2001 has been adjusted for the 2019 leave cycle to read as follow:

“The remaining days of unused leave for the 2019 annual leave cycle shall be utilised within a 24-month period. The 24-month period will end on 31 December 2020. All remaining unused leave for the 2019 annual leave cycle shall fall away thereafter. However, where leave due is not taken due to the employer’s service delivery requirements, such leave shall be paid at the end of the 24-month period.”

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6. It is highlighted that the utilisation and management of the unused annual leave days for 2019 shall be subject to the prevailing provisions governing annual leave in the public service.
7. Managers and Supervisors are requested to bring the contents of this Circular to the attention of the employees under their supervision.

  
**DR NONHLANHLA O. MKHIZE**  
**DIRECTOR-GENERAL**  
DATE: 10/07/2020