

# FREE STATE PROVINCE



Human Resources Administration

Enquiries : Me.R.P.Segano  
Reference : LA

- To: Head of Department
- Acting Chief Director: District Implimentation
  - Chief Director: Agricultural Development Support Services
  - Acting Chief Director: Finance & Corporate Services
  - Director:Glen Agricultural Institute
  - Director: Sustainable Resources Management
  - Acting Director: Veterinary Services
  - District Director: Motheo
  - District Director: Thabo Mofutsanyane
  - District Director: Xhariep
  - District Director: Lejweleputswa
  - Acting District Director: Fezile Dabi
  - Director: Human Resources
  - Director: Management Services
  - Acting Director: Supply Chain Management
  - Director: Financial Management Services
  - Director: Legal Services
  - All Staff

## HUMAN RESOURCES CIRCULAR No 12 OF 2007

### UTILISATION OF OUTSTANDING LEAVE FROM 2006 CYCLE

All officials are informed that any unused leave credits from the year 2006 have to be utilized before 30 June 2007.

According to Human Resources Policy: Module Three: Chapter one: Part two: Leave:

- Employees are entitled to annual leave with full pay during each leave cycle of 12 Months,commencing on 01 January each year.
- At least 10 days must be taken as leave days during the annual leave cycle.
- The remaining days,if any,must be taken not later than 6 months after the expiry of the leave cycle, where after, **unused leave days shall be forfeited.**
- Any leave credits from 2006, remaining unused by 30 June 2007, will be forfeited.

*J. M. M. M. M.*  
 DIRECTOR : HUMAN RESOURCES  
 DATE:.....08/04/07.....

*Department of Agriculture    Departement van Landbou    Lefapha La Temo*