

REGISTERIE, KESAE ANS 'DINGEND'.

# FREE STATE PROVINCE



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3/5/07

Enquiries : Me R Els  
Reference : LA

Human Resource Administration

TO: OFFICE OF THE MEC  
HEAD OF DEPARTMENT  
CHIEF DIRECTOR: FINANCE & CORPORATE SERVICES  
CHIEF DIRECTOR: DISTRICT IMPLEMENTATION  
ACTING CHIEF DIRECTOR: AGRICULTURAL SUPPORT SERVICES  
DIRECTOR: SUSTAINABLE RESOURCE MANAGEMENT & AGRIC ECONOMICS  
DIRECTOR: GLEN AGRICULTURAL INSTITUTE  
DIRECTOR: MANAGEMENT SUPPORT  
DIRECTOR: HUMAN RESOURCES  
DIRECTOR: LEGAL SERVICES  
DIRECTOR: FINANCIAL & MANAGEMENT ACCOUNTING  
DIRECTOR: SUPPLY CHAIN MANAGEMENT  
ACTING DIRECTOR: VETERINARY SERVICES  
DISTRICT DIRECTOR: THABO MOFUTSANYANE  
DISTRICT DIRECTOR: MOTHEO  
DISTRICT DIRECTOR: LETJWLEPUTSWA  
ACTING DISTRICT DIRECTOR: XHARIEP  
ACTING DISTRICT DIRECTOR: FEZILE DABI  
ALL STAFF

## HUMAN RESOURCES CIRCULAR 15/2007: ANNUAL LEAVE: PLANNING OF ANNUAL LEAVE AND CLOSURE OF OFFICES DURING FESTIVE SEASON

1. As a result of the decision taken in the latter part of 2006, to close office during the festive season, certain staff did not have sufficient leave to take over the festive period and hence the leave was captured from the 2007 leave cycle. This practice is not viewed favourable and is discouraged.
2. In view thereof, it is strongly urged to ensure that employees are hereby notified of the intention to close office for the festive period during 2007. This will allow employees to plan their annual leave and to ensure that leave is available for the closure of the office.
3. You are once again reminded of the importance of leave planning which must be done timeously and correctly. Managers and employees should therefor develop leave plans for 2007 for all staff, taking into consideration the operational requirements (service delivery) of the department and the needs of the employee. Leave entitlements of employees should as far as possible be taken in 2007 and not carried over into 2008. The practice of leave planning should be done at the beginning of every annual leave cycle.
4. In order to ensure that employees plan their leave, duly completed and approved leave forms for the period during the festive season: **27, 28 and 31 December 2007 (3 days)**, should reach this office (Human Resources Administration) not later than **30 June 2006** to ensure that leave periods are advised and leave records updated. **Leave Without Pay** will be advised for the festive period against officials without duly approved leave forms.
5. With regard to new employees appointed during October - December of the year and who may not have sufficient leave to cover the festive season, the annual leave taken during the

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compulsory closure of office, could be taken from the next leave cycle.

6. Please ensure that the contents of this circular reach the attention of all staff.
7. Your cooperation will be appreciated.

Regards



**HEAD OF THE DEPARTMENT: AGRICULTURE**

DATE: 18/04/2007