

WEBINAR ON APPOINTMENTS AND LEAVE

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APPOINTMENT OF EDUCATORS



DOCUMENTATION TO BE SUBMITTED:

GDE 1:

- Indicate the specific period of employment – start and end date.
- Complete post information e.g. substitute for Mrs N. Zwane or vacant post or against vacant Head of Department post etc.
- Must be signed by both the principal and the educator.



ATTACHMENTS TO GDE 1:

- Bank form (F1030) with a bank statement or bank account confirmation letter from the bank.
- Fully completed HR 8 – personal details form
- Certified copy of ID
- Certified copies of all qualifications.
- Certified copy of valid SACE certificate. If certificate expires in the future – keep record and remind educator to renew and submit.
Appointment will just be done till day that SACE expires. Re-submission of documents and updated SACE required.
- Pro-forma statement (important for previous misconducts)

ATTACHMENTS TO GDE 1: (Continue)

- Copy of advertisement for this position.
- Minutes of the panel selection, shortlisting and interviews.
- DOTS, MIE forms for verification.
- Form 29 – checking against child protection register
- Proof of tax number.

ATTACHMENTS TO GDE 1: (Continue)

In the case of substitutes:

- Copy of leave form
- Copy of medical certificate and/ or PILIR documents
- Secondment/ suspension letter where applicable
- Maternity: Leave form, medical certificate indicating expected date of delivery. **Remember that maternity will commence at least 2 weeks before expected date of delivery as well as the appointment of the substitute.**

UNQUALIFIED/ UNDERQUALIFIED

Underqualified or unqualified educators may not be considered except in the following circumstances:

- Specific subjects as set out in the PAM e.g. subjects at the special schools like woodwork, catering etc.
- 4th year students for scarce subjects e.g. Afrikaans, isiZulu etc. (Must be 4th year students and must be provisionally registered with SACE)
- The relevant District Director must approve these appointments through a submission done by the HRP unit of the District.

APPOINTMENT OF FOREIGNERS:

- Foreigners will only be accepted if there are no suitable bursary holders or excess staff members.
- Consideration only for Mathematics and Science.
- Not considered for primary schools.
- Must have valid work permit and valid SACE. (Work permits indicating a different school name or subjects are not considered to be valid)
- Must be approved by Head Office Recruitment and Selection – thus must be submitted well in advance.
- Foreigners with a permanent residence permit are treated the same as SA citizens.

APPOINTMENT OF PUBLIC SERVICE STAFF





DOCUMENTATION TO BE SUBMITTED:

- Z83 – new Z83 in use. Please indicate the period of employment at the top of the Z83.
- Bank form (F1030) with bank statement or account confirmation letter from the bank
- Certified copy of ID.
- Certified copies of qualifications. General Assistant – no minimum qualification required. Administrative Assistant – must be in possession of at least Grade 12.

DOCUMENTATION TO BE SUBMITTED:

- Fully completed HR 8.
- Copy of advert for the post as well as the minutes of the shortlisting and the interviews.
- DOTS and MIE forms for verification.
- Pro-forma statement
- Proof of tax number.

IMPORTANT ISSUES TO REMEMBER:

- **Appointments cannot be approved retrospectively.** Permission to assume duties must be obtained from the HRP unit at the District Office prior to assumption of duty.
- Built a relationship with your relevant HRP official and communicate regularly on anything that is unclear or on outstanding issues like unpaid salaries etc.
- Use a checklist to ensure all documentation is submitted.
- Temporary appointments in substantive posts are done for a year. Appointments against promotional posts are done on a 3 monthly basis.

IMPORTANT ISSUES TO REMEMBER:

- Substitutes do not have any benefits and receive 37% in lieu of benefits. Substitutes can only be appointed for periods of 20 or more working days. No substitutes provided for PS staff.
- After 3 months in a **substantive vacancy** (PS and CS), the staff member qualify for conversion (absorption) to permanent on probation. GDE 0001 to be submitted to the HRP unit at the District office.
- **It is important to first consult HRP at the District office for possible bursary holders of excess staff, prior to appointing new staff members.**
- For any termination of service e.g. death, resignation etc., submit HR 21 (Notice of termination of service) to the District office **immediately** to prevent overpayments. (Preferably email and then submit original)



IMPORTANT ISSUES TO REMEMBER: (Acting)

- If a promotional post is vacant, a post level 1 educator can be appointed against this vacancy for a period of 3 months or until the post is permanently filled. An acting appointment can also be made for this vacancy.
- Acting appointments are made on condition that a promotional post is vacant. Acting appointments must be approved by the District Director prior to the acting commencing. Acting allowance will only be paid for acting periods exceeding 6 weeks but shorter than 12 months.
- If a promotional post is vacant due to maternity, secondment or long term incapacity leave, acting allowance will only be paid if the period is longer than 12 weeks but shorter than 12 months.



LEAVE MEASURES FOR PS STAFF





LEAVE PS STAFF

VACATION LEAVE:

- PS staff at school level qualifies for 22 days vacation leave during school holidays and 5 days during school time.
- More than 10 years' service – 22 days vacation leave during school holidays and 8 days during school time.
- If vacation leave is exhausted, time-off can be granted for school holidays on discretion of the principal.
- Vacation leave should be approved in advance.

LEAVE PS STAFF

SICK LEAVE:

- All staff members receive 36 days sick leave in a 3 year cycle. The current sick leave cycle started on 1/1/2022.
- 3 Days and longer require a medical certificate. Diagnosis or codes must be provided. Not medical condition.
- Leave form must be submitted within 5 days from first day of absence.
- Once sick leave cycle is exhausted, PILIR documents must be completed for every sick leave absence.
- 8th week rule – medical certificate is compulsory for every 3rd sick leave absence within an 8th week period. This is irrespective of whether the previous 2 absences were with or without a medical certificate.

LEAVE PS STAFF

PILIR (Incapacity leave)

- Apply for incapacity for every single sick leave absence after sick leave credits have been exhausted.
- Short term – less than 30 days.
- Long term – 30 days and more.
- Conditionally approved by the Department and then send to the Health Risk Manager for consideration.
- If declined, available vacation leave credits will be taken and thereafter leave without pay. 5 Days in which to appeal the decision and to provide additional proof.
- Be careful of sick leave management as this will affect outcomes from the HRM.

LEAVE PS STAFF

FAMILY RESPONSIBILITY LEAVE:

- Qualify for 5 days family responsibility leave for:
 - Death in the immediate family
 - Sickness of children/ spouse
- Proof needs to be provided.
- Funeral of a family member – surname differs, provide affidavit indicating the relationship.

LEAVE PS STAFF

MATERNITY LEAVE:

- Qualify for 4 calendar months maternity leave.
- If newly appointed, receive pro-rata maternity leave.
- Maternity leave starts 2 weeks prior to the expected date of delivery.
- If the delivery date falls within the school holiday, the starting date of the maternity leave will commence on the date of delivery.
- Maternity leave includes school holidays.
- No substitutes provided for PS staff.
- Also qualify for an additional 8 days pre-natal leave for doctors' appointments.
- Miscarriage – qualify for 6 weeks for recovery purposes.

LEAVE PS STAFF

SPECIAL LEAVE:

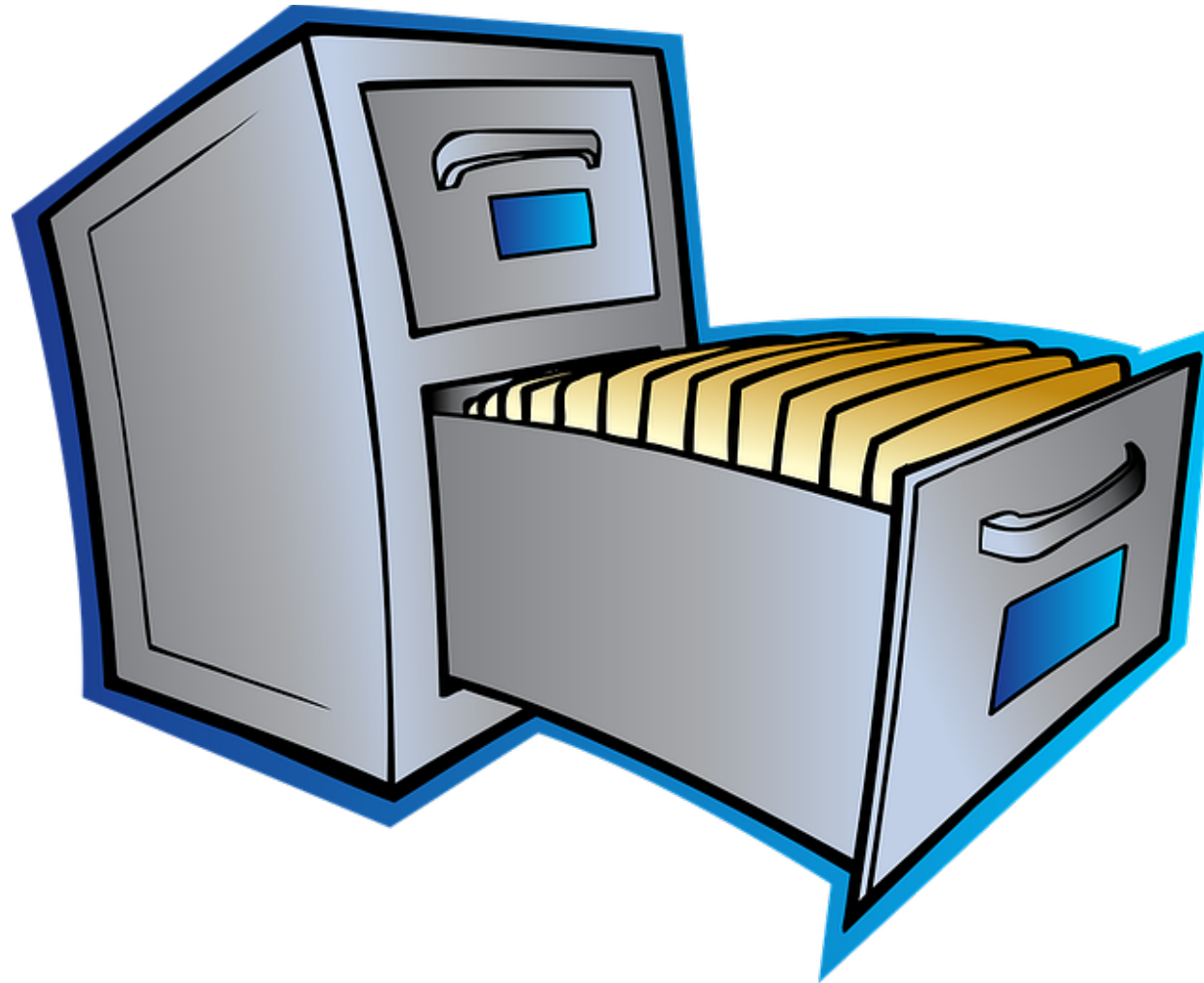
- Examination leave – qualify for leave for the date of exam as well as the day prior for preparation purposes.



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LEAVE ADMINISTRATION



GENERAL PRINCIPLES FOR LEAVE ADMINISTRATION

- Attendance register should be completed daily and monitored. At a certain time in the morning, the register should be removed to the principals' office where absences are indicated on the register.
- Staff should submit leave forms as follows:
 - Vacation leave – in advance
 - Maternity – in advance
 - Family responsibility leave – day after absence or in advance where possible
 - Exam leave – in advance
 - Sick leave – within 5 days from first day of illness
- Submission of leave forms should be closely monitored.



GENERAL PRINCIPLES FOR LEAVE ADMINISTRATION

- All absences must be recorded in the attendance register.
- GDE staff and SGB staff must have separate registers.
- Utilize a leave register for control purposes or the leave function on SASAMS.
- Submit leave forms to the District Office on a **weekly** basis with a spreadsheet indicating the leave forms attached. Only Z1a leave form to be used.
- Although the principal can delegate the leave administration function to an administrative assistant or other delegate, the principal remains accountable for leave management at his/ her institution.
- Attendance registers must be kept in a safe place.
- Copies of leave forms submitted must be kept at school level preferably in a lockable cabinet. Attendance registers must be kept for at least 3 years.

CODE OF ETHICS AND GOOD CONDUCT

- It is important to be aware of the Code of Ethics for Government Employees.
- Administrative Assistants are the first contact between the outside world and the school e.g. parents, service providers, Departmental officials.
- Always treat everyone with respect and dignity.
- Ensure that your dress code enhances the image of the Department and your school.
- Treat your colleagues within the school with respect. Although you sometimes do not receive the same treatment, continue treating people the way that you would want to be treated.
- Remember the child is our client, hence the parents, who are representing the child, is your client too.



We cannot
hold a torch to
light another's
path without
brightening
our own.

~Ben Sweetland



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