



## GAUTENG PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

### THRS INTERNAL MEMORANDUM No. 36 OF 2020

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Ref: Clarification of Special Leave Measures applicable during the COVID-19 Pandemic

**TO: AII GDE EMPLOYEES**

**FROM: MR. EDWARD MOSUWE  
HEAD OF DEPARTMENT**

**SUBJECT: AMENDED CLARIFICATION OF SPECIAL LEAVE MEASURES  
APPLICABLE DURING THE COVID-19 PANDEMIC**

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1. The purpose of this memorandum is to clarify the special leave measures applicable to employees vulnerable to contract COVID-19.
2. The Public Service has an obligation to assist Government in limiting the spread of COVID-19. As such it required that guidelines be developed on the incremental manner government services will return to normality and to clarify the applicable leave measures during this difficult time.
3. The World Health Organisation Research and NDOH guidelines suggest that employees from the age of 60 years with underlying medical conditions and employees of all ages with the comorbidities may be at risk of becoming seriously ill if contracting COVID-19. Not all employees above 60 or with co-morbidities are at risk for severe illness. The list of risk factors for severe **COVID-19** is attached as Annexure A to indicate the comorbidity and criteria to determine if the employee is at risk. Special arrangements must be made to protect these employees.
4. As the staff resume duties at Alert Level 4, the vulnerable employees mentioned above whose nature of work does not allow them to work remotely may apply for special leave by completing application documents as follows:
  - **High Risk Employees (60 years and older) with comorbidities – indicating one or more chronic disease(s) - Z1(a) - Application for leave and COVID-19 Application for Special Leave (Annexure A), Identity Document for verification of age, completed Declaration Form attaching a report from the Medical Practitioner indicating that the patient has an underlying medical condition/s that is a risk factor according to the criteria in Annexure A.**
  - **Employees who present with comorbidities (all other ages) - Z1(a) - Application for leave (leave form), completed Declaration Form attaching a report from the Medical Practitioner indicating that the patient has an underlying medical condition/s that is a risk factor according to the criteria in Annexure A.**

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5. In the above applications, the line- manager will attach a motivation, recommending or not recommending the special leave application.
6. The granting of special leave is not automatic. According to DPSA Circular 18 of 2020, the Head of Department should consider the high risk COVID-19 poses to vulnerable employees, including those over the age of 60 and those that present with comorbidities. The decision must be made with due consideration of business continuity and the service delivery needs of the department. Vulnerable employees must submit relevant documentation in this regard as evidence.
7. There must be a fair process maintaining confidentiality and due sensitivity.
8. Staff with suspected COVID-19 should report to their supervisor with immediate effect. The staff member must follow the NDoH and NICD guidelines on self-isolation and where self-isolation is not possible, should be on supervised isolation in a health facility provided by DoH for 14 days or a period required as determined by his/her medical practitioner. In this instance, the immediate supervisor must ensure that the staff member applies for Special Leave for Quarantine purposes in terms of the Determination and Directive on Leave of Absence in the Public Service.
- 8 Should the employee volunteer to continue notwithstanding the risk, he/she will be required to sign a declaration indicating it is done voluntary (Annexure B).
- 9 The provisions governing substitute educators remain enforceable, guided by the period of 21 days minimum. The appointment of substitute educators are Governed by Circular 51 of 2007 and GDE Memorandum on Control Measures Regarding the Appointment of substitute educators in the department, dated 6 October 2016
- 10 The applicable delegations framework and the process flow are attached.

Yours sincerely



**MR. EDWARD MOSUWE**  
**HEAD OF DEPARTMENT**

DATE: 26/05/2020