



# higher education & training

Department:  
Higher Education and Training  
**REPUBLIC OF SOUTH AFRICA**

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Dear Colleagues

## **RE: DIRECTIVE IN RELATION TO THE HUMAN RESOURCES CIRCULAR NO. 5 OF 2014**

The Director-General, Mr GF Qonde, signed **Human Resources Circular No.5 of 2014** on 12 September 2014 dealing with annual leave provisions for supports staff and office based lecturers employed by public Technical and Vocational Education and Training (TVET) Colleges.

The main objective of the circular is to standardise the leave provisions for the aforesaid category of staff across the TVET College sector. Following the publication of the circular cited above the following points are aimed at providing further clarity:

- Office based lecturers are defined as lecturers who are not offering any academic programmes/functions in class but are supporting the teaching and learning functions directly as a Senior Education Specialist, Deputy Chief Education Specialist and Chief Education Specialist;
- College staff covered by the circular are entitled to annual leave;
- December Holidays are part of the 27 or 30 leave days provided;
- Time off is not granted automatically but there are conditions attached to its provision;
- Noting that the leave circular was issued at short notice, it would be prudent for management to ensure that no one is negatively affected by the provisions of the circular;
- The circular was never meant to deal with leave matters for staff in Occupation Specific Dispensation (OSD) posts.

Please note that the circular on annual leave provisions for support staff and office based lecturers should be read in conjunction with this directive.

Your Sincerely

A handwritten signature in black ink, appearing to read 'Slater', with a stylized flourish at the end.

**Mr JF Slater**  
**Director: Labour Relations**

**Date:** 2/12/2014