



health

Department of
Health
FREE STATE PROVINCE

TO ALL HEADS OF INSTITUTIONS AND
OFFICES OF THE DEPARTMENT OF HEALTH
IN THE FREE STATE

HEALTH HUMAN RESOURCE MANAGEMENT CIRCULAR NO. ...14.... OF 2012

OUTSTANDING INCAPACITY LEAVE ON PERSAL

1. All institutions/districts/offices are hereby urgently requested to make a follow-up on all applications for Incapacity leave. It has come to our attention that there are pending transactions of Incapacity leave on the PERSAL system, which application forms were never sent to Corporate Office for handling. This is only discovered when an official retires, is deceased, resigns or absconds.
2. These outstanding applications date back as far as 2004/2005. This has a huge impact on the pension and/or leave gratuity payments of officials.
3. Furthermore, Managers, Human Resource Officers and supervisors are again requested to inform officials whose normal sick leave is exhausted, to be aware that they need to apply for Incapacity leave. The Incapacity leave applications **must** be submitted to the various Human Resource offices within **5 working days** after the first day of absence. If the application is not submitted within the stated timeframe, the application for temporary incapacity leave will be declined.
4. Please bring the contents of this circular to the attention of all employees concerned.

*Signed by: **Dr. S. Kabane**
HEAD: HEALTH

Date: **06 / 04 / 2012**