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GOVERNMENT NOTICE

DEPARTMENT OF BASIC EDUCATION

No. 948


27 November 2014

AMENDMENT OF THE PERSONNEL ADMINISTRATIVE MEASURES AND REGULATIONS REGARDING THE TERMS AND CONDITIONS OF EMPLOYMENT OF EDUCATORS TO INCLUDE CERTAIN IMPROVEMENTS IN CONDITIONS OF SERVICE FOR EDUCATORS EMPLOYED IN TERMS OF THE EMPLOYMENT OF EDUCATORS ACT AS DETERMINED BY PSCBC RESOLUTION 1 OF 2012

I, **Angelina Matsie Motshekga, Minister of Basic Education**, have in accordance with section 4 read with section 35 of the **Employment of Educators Act, 1998** determined that:

The provisions of the PSCBC Resolution 1 of 2012 of the Public Service Co-ordinating Bargaining Council (PSCBC) on the improvement in conditions of service for personnel who fall within the scope of PSCBC, listed in the attached Schedule apply to all educators employed in terms of the **Employment of Educators Act, 1998**

The *Personnel Administrative Measures* (PAM) and Regulations Regarding the Terms and Conditions of Employment of Educators will be amended in order to include these conditions of service as outlined in **Schedule A**.


MRS AM MOTSHEKGA, MP
MINISTER OF BASIC EDUCATION
DATE: 24.10.2014

SCHEDULE A

1. Pay Progression (Clause 4 of PSCBC Resolution 1 of 2012)

An educator appointed for the first time in public education shall be eligible for pay progression after servicing an uninterrupted period of 24 months.

2. Long Service Recognition (leave) (Clause 5 of PSCBC Resolution 1 of 2012)

Regulation 89 (3) in Government Notice 1743 dated 13 November 1995 as amended is substituted as follows:

“(3) An employer will recognise Long Service of an educator as follows”:

(a) A school based educator with 10 or more years of continuous service will qualify for long service recognition certificate.

(b) Annual Leave for office-based educators who have 10 or more years of service is increased to 30 working days per leave cycle plus a long service recognition certificate.

(c) An educator with 20 years of continuous service shall be awarded R7 500 plus long service recognition certificate.

(d) An educator with 30 years of continuous service shall be awarded R15 000 plus long service recognition certificate.

(e) An educator with 40 years of continuous service shall be awarded R20 000 plus long service recognition certificate

3. Family Responsibility Leave (Clause 14 of PSCBC Resolution 1 of 2012)

Paragraph 15.1 of Chapter J of the PAM is amended by substitution of the subparagraph 1 with the following:

“15.1 The leave provision for family responsibility for **all educators** is increased from **3 to 5** days per annum”.

4. Pre-Natal Leave (Clause 15 of PSCBC Resolution 1 of 2012)

The heading of Clause 13 in Chapter J of the PAM shall be amended to read as follows: **Maternity and Pre-Natal Leave.**

The following sub clauses shall be added to clause 13:

- 13.6. With effect from 1 January 2013 an eligible educator will be entitled to 8 working days pre-natal leave, per pregnancy, allowing the educator to attend medical examinations by a medical practitioner or midwife, and tests related to the pregnancy.
- 13.7. An educator can utilise a full day or part of a day for pre-natal leave.
- 13.8. An application for pre-natal leave must be supported by reasonable proof that the educator attended a doctor's appointment and/or went for tests related to the pregnancy.
- 13.9. An educator who has used all her pre-natal leave may, subject to the approval of the Head of Department or the Director General as the case may be, apply to use available annual leave including capped leave and /or unpaid leave.
- 13.10. The absence of an educator from work that relates to medical complications during pregnancy will be covered by the normal sick leave.

5. The Z1 (a) Leave Form and Application for Leave of Absence: School Based Educators

The following Clauses shall be added to clause 1 of Chapter J of the Personnel Administrative Measures:

- 1.5. Z1 (a) form as amended by the Minister of Public Service and Administration in terms of paragraph 6 of Schedule 1 of the Public Service Regulations, 2001 as amended is the official Government leave form to be used to record the types of leave applied for by an office based educator.
- 1.6. School-based educators must use the attached leave form (**Schedule A1**) referred to as **APPLICATION FOR LEAVE OF ABSENCE: SCHOOL BASED EDUCATORS**
- 1.7. In interpreting Section B of the leave form for school-based educators, principals (school managers) must keep manual records of the utilisation of leave in Section B and or capped leave applied for as part of a day.
- 1.8. After reaching the prescribed daily number of working hours for a specific type of leave, the principal must cause the educator to complete and submit a leave form.

- 1.9. Different types of leave must not be combined to reach the daily number of working hours e.g. do not combine pre-natal leave, normal sick leave and or family responsibility leave to reach the prescribed daily number of working hours.
- 1.10. The application for leave of absence form must not be used as a sanction for offences related for example to late coming, instead the normal disciplinary measures contained in Schedule 2 of the Act must be used.

Schedule A1

APPLICATION FOR LEAVE OF ABSENCE: SCHOOL BASED EDUCATORS

Surname:								Initials:			
PERSAL Number:								Contract Educator		Yes	No
Address during leave:								Substitute Educator		Yes	No
								Department			
								District			
								School			
TEL/CELL:								Pay Point			
SECTION A											
Type of Leave Applied for as Working days							Start Date	End Date	Number of Working days		
Capped Leave (only applicable to educators with capped leave)											
Normal Sick Leave (this application form must not be used for PILIR applications)											
Leave For Occupational Injuries and Diseases											
Adoption and Surrogacy Leave											
Family Responsibility Leave (Provide Evidence)											
Urgent Private Matters (for interpretation, refer to the section in the PAM)											
Pre-Natal Leave (provide evidence)											
SECTION B											
Specify Type Special Leave (the number of days are prescribed in the Leave Measures)											
Type of Leave Taken as Calendar Days/Months							Start Date	End Date	Number of Calendar Days		
Unpaid Leave (Attach Motivation)											
Maternity Leave (Attach Medical Certificate)									No. Of Calendar Months		
SECTION C: For Periods covering parts of the day or fractions											
type of Leave Applied for as Working Days							Date	Start Time	End Time	No. of Hours/Minutes	
Capped Leave (only applicable to educators with capped leave)										h	m
normal Sick Leave										h	m
Family Responsibility Leave (Provide Evidence)										h	m
Special Leave										h	m
Urgent Private Matters										h	m
Pre-Natal Leave											
<i>I hereby certify that the information provided is correct.</i>											
EMPLOYEE SIGNATURE						DATE					
Recommendation By Supervisor/Manager (Mark with X)											
Recommended				Not Recommended							
REMARKS (If not recommended please state the reasons & the dates in the case of rescheduling):											
MANAGER/SUPERVISOR'S SIGNATURE						DATE					
Approval by Head of Department (Mark with X)											
Approved With Full Pay				Approved Without Pay				Not Approved			
REMARKS (If approved with a change in condition of payment or not approved, please provide motivation):											
SIGNATURE OF HOD OR DISIGNEE						DATE					

Schedule A1

SUMMARY OF INFORMATION FROM PAGE 1 (To be completed by the educator)									
Surname			Initials		PERSAL No				
Type of Leave applied for as working day			Start Date		End Date		Number of working days		
Educator Signature					Date				
Recommendation by Departmental Head (Supervisor)									
Recommended			Not Recommended						
Departmental Head / Supervisor's Signature					Date				
Approval by Head of Department or designee									
Approved Full Pay			Approved Without Pay		Not Approved				
REMARKS (If approved with a change in condition of payment or not approved, please provide motivation):									
SIGNATURE OF HOD OR DESIGNEE					DATE				
DATA CAPTURING									
CAPTURED BY _____			CAPTURED ON _____			SIGNATURE _____			
CHECKED BY _____			CHECKED ON _____			SIGNATURE _____			

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