



treasury

Department
Treasury
PROVINCE OF KWAZULU-NATAL

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KWAZULU-NATAL PROVINCIAL TREASURY

HUMAN RESOURCE MANAGEMENT & DEVELOPMENT CIRCULAR **2.5** OF 2013

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Reference: S2/R

TO: ALL SENIOR GENERAL MANAGERS, GENERAL MANAGERS, SENIOR MANAGERS AND ALL EMPLOYEES OF THE KZN PROVINCIAL TREASURY

CONVERSION OF STUDY LEAVE TO SICK LEAVE FOR NON-SITTING OF AN EXAMINATION DUE TO ILLNESS

When an employee applies for study leave for part time studies in order to write examinations, two days study leave for each subject to be written is granted up to a maximum of ten working days per annum. In addition to these, the day of actual the sitting of the examination and the day immediately before are also granted. These are granted in terms of paragraphs 9.1.2 and 9.1.1 of the Leave Policy respectively.

This circular serves to confirm that when an employee falls sick during the period of study leave, day/days applied for purposes of preparing and sitting for examinations can be converted to sick leave provided a medical certificate is provided and an amended application for study leave and a separate application for sick leave are submitted via the normal channels of application for leave of absence.

2013/07/09

SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT