



**NCPT**

# Northern Cape Provincial Government

**NORTHERN CAPE PROVINCIAL TREASURY**

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## OFFICE OF THE HOD

### INTERNAL MEMO

**To: All Staff**

**From: M.L. Mooki: Director: Human Resource Management**

**Enquiries: D. Barnett**

**Date: 17 March 2021**

**Subject: Reconciliation of Leave Forms**

#### Outstanding Leave Forms

All officials are hereby kindly requested to submit all outstanding leave forms to Human Resource Management for capturing and reconciliation on Persal.

The Determination and Directive on leave of absence in the Public Service issued in June 2018 provides that:

- Annual leave should be planned and scheduled at the start of a leave cycle (paragraph 5.2)
- Managers must ensure that all leave forms are timeously submitted to the Human Resource Unit.

All outstanding leave forms must be submitted to Human Resource Management by the 26 March 2021.

**M.L. MOOKI**

**DIRECTOR: HUMAN RESOURCE MANAGEMENT**