



PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE (PYEI) IN THE BASIC EDUCATION SECTOR

GUIDELINE ON MANAGEMENT OF LEAVE FOR YOUTH PLACED IN PRESIDENTIAL YOUTH EMPLOYMENT INITIATIVE

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1. Introduction and Background

As part of Phase IV of the Presidential Youth Employment Intervention (PYEI), the Basic Education Sector will be placing 255 100 youth, who will be in public ordinary schools and schools for learners with special education needs. This forms an integral part of the Presidential Employment Stimulus (PES). It seeks to confront the devastating economic challenges caused by the COVID-19 pandemic, as part of government's broader economic recovery agenda. It is a large scale public employment intervention targeting unemployed youth, who are 18 – 35 years old. The intervention also seeks to address the high levels of youth unemployment in South Africa. The youth will be offered seven, eight or five months' contract, commencing on 1 February 2023 to 31 September 2023. Provinces will be approaching Phase IV with differing approaches including staggered approach.

The youth will be appointed in six focus areas, which are curriculum support, Reading Champions, Care and Support Assistants, Handyman, e-Cadres, and Sport and Enrichment Assistants (SEA). This guideline is meant to assist schools to manage the leave that the youth qualify for when placed in this initiative.

The DBE provided provinces with the Conditions of Placement and Code of Conduct for Assistants placed in schools under the PYEI-BEEI. This guideline is providing further clarity on leave management.

2. Problem Statement

People are the most valuable asset of the any organisation, in this case the school. The youth placed in schools are additional capacity that management of their work and attendance should not be left to chance. Lack of proper leave management can lead to unauthorized absence of youth from duty, lower productivity, less hours spent at work, youth missing of important targets.

3. Aim of the Guideline

The guideline on management of leave is meant to give guidance on the types of leave the youth placed in schools qualify for. It is also meant to satisfy the legal obligation. The guideline should help in better relationship between the employer (the school) and the employee (Assistant). It is to clarify types of leave and avoid any kind of ambiguity on how particular situation/s should be handled.

4. Assumptions

The Youth placed in the initiative took leave days that they did not qualify for. The School principals did not know how to manage leave since there was no policy or guideline issued.

5. Requirements to qualify for leave

- (a) The EA/GSA is entitled to one-day vacation leave for every one full month that the EA/GSA has worked in terms of the contract. (1-month work = 1-day vacation leave)
- (b) The EA/GSA is entitled to one day's sick leave for every full month that the EA/GSA has worked in terms of the contract if he/she is unable to report for duty due to illness or injury. (1-month work = 1-day sick leave)

- (c) Accumulated sick leave may not be transferred from one month to another. Youth must be discouraged from taking sick leave when they are not sick. Principals are requested to manage sick leave tightly. Should a pattern emerge of youth taking sick leave monthly, then a medical certificate should be required for every sick leave day/s taken.
- (d) An employer may require the EA/GSA to produce a medical certificate stating that the EA/GSA was unable to work on account of sickness or injury if the EA/GSA is-
 - i. Absent from work for more than one day; or
 - ii. Absent from work on more than two occasions in an eight-week period.
- (e) A medical certificate must **be issued and signed by a medical practitioner, a qualified nurse or clinic staff member authorised** to issue medical certificates indicating the duration and reason for incapacity.
- (f) EAs/GSAs **who work at least five days per week**, are entitled to **three days of paid family responsibility leave each for the term of contract** in the following circumstances-

6. Types of leave covered for youth placed in the initiative

(a) Vacation Leave

- (i) For contracts that start in February 2023 – September 2023 they will have 1 day after working a month = 7 days
- (ii) For contracts that start in March 2023 – September 2023 they will have 1 day after working a month = 6 days
- (iii) For contracts that start in May 2023 – September 2023 they will have 1 day after working a month = 4 days

(b) Sick Leave

- (i) For contracts that start in February 2023 – September 2023 they will have 1 day after working a month = 7 days
- (ii) For contracts that start in March 2023 – September 2023 they will have 1 day after working a month = 6 days
- (iii) For contracts that start in May 2023 – September 2023 they will have 1 day after working a month = 4 days

(c) Family Responsibility

- (i) All Assistants will be entitled to 3 days family responsibility leave for: child sick, death of - (a) spouse, (b) life partner, (c) parent, (d) child

7. Types of Leave not covered

- (a) Since the PYEI-BEEI is a fixed short-term contract that is aimed at providing capacity through trainings as well as experience, should not appoint the same person more than once, there are leaves that are not covered. The Youth do not qualify for the following types of leave:
 - (i) Maternity leave or Paternity leave
 - (ii) Study Leave

8. Management of leave taken by youth placed in PYEI

Depending on whether the leave is an emergency or not, the Assistant should complete the leave form. In an emergency situation the Assistant will inform the immediate manager responsible for her at the school. The day she/he return to the school, the Assistant will complete the leave form.

For the planned leave, the Assistant will inform the immediate manager responsible for her at school, then complete the leave form and submit it to the School Admin or the manager responsible.

All leave taken must also be recorded on the National Data Management System (NDMS) as well as the time book/register that all Assistants use on daily basis.

The School shall keep record of the leaves taken by Assistants so that it is easy for audit purpose.

9. Consequence management for non-compliance

Should it be discovered that officials (School Principals or Teachers) did not comply with the guide, the Province and the District should request the principal to correct the situation immediately. Should the non-compliance continue, the province will be required to follow the correct Labour Relations procedures to deal with the matter.

10. Management, implementation and compliance to the guideline.

The provinces are requested to monitor the implementation of this guideline. The Provinces and Districts are requested to ensure strict measures are in place to manage the cases non-adherence.

11. Period of applicability

The guideline is applicable for the duration of implementation of PYEI in the Basic Education sector. All PEDs, Districts, Circuits and schools must make this guideline available to all Assistants. All other school personnel are not covered by this guideline.

END

Sample / Timesheets / Attendance Registers

NAME OF PROVINCE							
NAME OF DISTRICT							
NAME OF SCHOOL							
CIRCUIT							
WEEK / DATE			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
NAME	SURNAME	EA OR GSA	SIGNATURE	SIGNATURE	SIGNATURE	SIGNATURE	SIGNATURE

TO BE USED AS TIMESHEET FOR EA OR GSA REPORTED FOR DUTY

SAMPLE LEAVE FORM

PROVINCE									
DISTRICT									
CIRCUIT									
NAME OF SCHOOL									
PERSONAL INFORMATION									
NAME AND SURNAME									
DATE OF BIRTH									
IDENTITY NUMBER									
ADDRESS									
ROLE (EA OR GSA)									
CATEGORY (eg Reading Champion)									
LEAVE TYPES					V	FR	S	LWP	A
MONTH START DATE:					MONTH END DATE				
Week 1	Week 1	Week 1	Week 1	Week 1	Week 3	Week 3	Week 3	Week 3	Week 3
Week 2	Week 2	Week 2	Week 2	Week 2	Week 4	Week 4	Week 4	Week 4	Week 4
SIGNATURE OF ASSISTANT					DATE				
SIGNATURE OF MENTOR					DATE				
SIGNATURE OF SCHOOL PRINCIPAL					DATE				

NB: V – Vacation, FR – Family Responsibility, S – Sick; LWP – Leave Without Pay, A - Absent