



**rural development
& land reform**

Department:
Rural Development and Land Reform
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE DIRECTOR-GENERAL

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**DEPARTMENTAL CIRCULAR NO. 85 OF 2018
(Issued by the office of the Director-General)**

ALL STAFF

SPECIAL ARRANGEMENTS WITH REGARDS TO THE WORKING HOURS OVER THE FESTIVE PERIOD: 2018

Approval is hereby granted for the following arrangements pertaining to official working hours over the festive period.

| Friday 21/12/18 | Saturday 22/12/18 | Sunday 23/12/18 | Monday 24/12/18 | Tuesday 25/12/18 | Wednesday 26/12/18 | Thursday 27/12/18 | Friday 28/12/18 | Saturday 29/12/18 | Sunday 30/12/18 | Monday 31/01/2018 | Tuesday 01/01/2019 |
|----------------------|----------------------|--------------------|---------------------------|---------------------|-----------------------|---------------------------|---------------------------|----------------------|--------------------|---------------------------|-----------------------|
| Staff leave at 10:00 | Weekend | Weekend | Offices officially closed | Public Holiday | Public Holiday | Offices officially closed | Offices officially closed | Weekend | Weekend | Offices officially closed | Public Holiday |

The above arrangement indicates that the Department will be closed to its clients from 24 to 31 December 2018. All staff will be permitted to leave their offices at 10h00 on 21 December 2018. In order to prevent inconvenience to our clients, clear notices to this effect should be displayed in all offices of the Department.

Employees would be expected to take leave from 24 until 31 December 2018. Employees who exhausted their normal annual vacation leave credits or who are unable to take leave for personal reasons should report for duty on the abovementioned dates and will be expected to perform their duties as normal. However, managers should try to limit these, unless there is a compelling case, all employees should take leave.

Senior Managers must notify their clients of the closure of their offices in time. Clear notices to this effect must be displayed in all offices of the Department and on the departmental website.

MS R SADIKI
ACTING DIRECTOR-GENERAL: RURAL DEVELOPMENT AND LAND REFORM
DATE 2018. 09. 19