



**rural development
& land reform**

Department:
Rural Development & Land Reform
REPUBLIC OF SOUTH AFRICA

DIRECTORATE: HUMAN RESOURCES
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DEPARTMENTAL MINUTE
(Issued by the office of the Director-General)


ALL STAFF

SPECIAL ARRANGEMENTS WITH REGARD TO THE WORKING HOURS OVER THE FESTIVE PERIOD

1. Approval has been granted that the following arrangements will be applicable pertaining to official working hours over the festive period.

Friday 24/12/10	Saturday 25/12/10	Sunday 26/12/10	Monday 27/12/10	Tuesday 28/12/10	Wednesday 29/12/10	Thursday 30/12/10	Friday 31/12/10	Saturday 01/01/11	Sunday 02/01/11
Staff leave at 10:00	Public Holiday	Public Holiday	Public Holiday	Offices officially closed	Offices officially closed	Offices officially closed	Offices officially closed	Public Holiday	Weekend

2. The above arrangement indicates that the Department will be closed to its clients from 28 December 2010 to 31 December 2010. All staff will be permitted to leave their offices at 10:00 on 24 December 2010. In order to prevent inconvenience to our clients, clear notices to this effect should be displayed in all offices of the Department.
3. Employees would be expected to take leave from 28 December 2010 to 31 December 2010. Employees who exhausted their normal annual vacation leave credits or who are unwilling to take leave for personal reasons would have to come to work during these days. However, managers should try to limit this because the control and management of such employees would be difficult; unless there is a compelling case all employees should take leave.


MR P M SHABANE
DIRECTOR-GENERAL
DATE: 08/12/2010