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**TO :** SENIOR MANAGERS  
MIDDLE MANAGERS-HEAD OFFICE AND DISTRICTS  
CIRCUIT MANAGERS  
EDC CENTERS-SCHOOL PRINCIPALS  
SCHOOL GOVERNING BODIES  
ALL OFFICIALS  
ORGANISED LABOUR FORMATIONS

**FROM :** MRS. LH MOYANE  
HEAD: EDUCATION

HRM DIRECTIVE NO 05 OF 2024

**SUBJECT :** RECONCILIATION OF APPLICATIONS FOR LEAVE OF ABSENCE ON  
THE ELEAVE SYSTEM AND SASAMS IN ALL PUBLIC SCHOOLS AND  
EDC CENTERS

## A. PURPOSE

This Directive serves as an instruction to all Principals of schools, EDC Centres and Circuit Managers to ensure that leave captured on the eLeave system is reconciled with entries on the SASAMS.

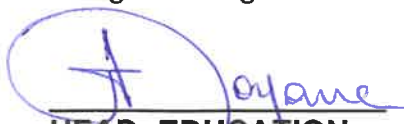
## B. BACKGROUND


It has been noted with concern that applications for leave of absence of educators and non-teaching staff through the eLeave system are not reconciled with the SASAMS. This tendency has for sometimes caused and adverse finding by the Auditor-General, SA.

School Principals and their administration support staff are therefore instructed to make sure that the number of days of absence applied for on the eLeave system are reconciled with the SASAMS. Circuit managers are urged to exercise an oversight role in ensuring that such reconciliation happens all the time.

**NB:** The reconciliation and clearing of all leave applications on the eLeave system must be completed by the 22<sup>nd</sup> March 2024

Failure to comply with this Directive by any role player will lead to strong disciplinary measures being taken against him or her.

  
HEAD: EDUCATION  
MRS LH MOYANE

  
DATE