

Standard Operating Procedure (SOP) on study leave for Eastern Cape Department of Health

The Eastern Cape Department of Health drafted the *attached* Standard Operating Procedure (SOP), which is aimed at assisting employees who are studying and will make use of study leave. The draft SOP was made available to the PSA with the intention of obtaining inputs. The purpose of the SOP is to provide assistance and guidance, in implementing and managing departmental study leave as per the Study Leave Policy.

SOP objectives

- Ensure uniformity and transparency in the application of study leave in the Eastern Cape Department of Health.
- Ensure standardised and fair selection processes.
- Provide guidelines to managers and supervisors on when and who will be granted study leave.
- Ensure effective monitoring and management of study leave.

The SOP consists of the following leave types:

- Fulltime study leave
- 50/50 study leave
- Part-time study leave
- Sabbatical leave
- Leave for writing exams
- Leave for attending classes
- Leave for work-related short courses

The process flow of granting study leave is *attached* for members' inputs and for ease of reference. Against this background, the PSA requests members' inputs on the draft SOP to ensure it serves the interests of both the employer and members. Member are requested to forward their inputs to Pumla.kwababa@psa.co.za or Sharon.phantsi@psa.co.za on **before 5 September 2022**.

GENERAL MANAGER