



INFORMUS

SINCE 1920
By
SERVICE EXCELLENCE

FOR PSA MEMBERS: **DEPARTMENT OF TRANSPORT (DoT)**

14-02-2023

Review of policies

The employer presented the following policies to the PSA for consultation:

Special Leave Policy

The purpose of this policy is to regulate the provision of special leave for all employees in the Department. It provides the requirements and process of applying for study, examination, and re-examination leave. Employees may also apply for resettlement leave, sabbatical leave, or other forms of special leave through this policy. It further regulates the provision of leave for shop stewards and leave for participating in amateur sport. Eligibility criteria for each type of special leave have been outlined and the extent to which employees can benefit from such leave.

Policy on Resettlement Expenditure

The policy is intended to regulate the financial assistance offered by the Department towards resettlement costs of an employee and his/her immediate family. In terms of this policy, the Department will cover the costs of an employee who is required to relocate to a new place of work owing to an appointment by the Department. The conveyance of personal and household goods from packing and unpacking and all-inclusive insurance coverage of an employee who is resettling will be paid by the Department in terms of this policy. The policy also covers employees who have to resettle owing to transfer and, in some circumstances, it caters for employees or families of employees who have to resettle after the termination of the employee's service or death.

Members are urged to read through the policies (*attached*) and provide inputs on each policy to the PSA to enable the PSA to influence these policies on their behalf. Inputs should be sent to PSA shop stewards or joseph.mashigo@psa.co.za on or **before 21 February 2023**.

GENERAL MANAGER