



FOR PSA MEMBERS: KWAZULU-NATAL (KZN) DEPARTMENT OF PUBLIC WORKS (DPW)

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26-11-2025

## Update: DPW Labour Relations Standing Committee (PWLRSC) DTT

### E-Leave and E-Submission New Systems

The PSA was invited to attend the KZN Department of Public Works Labour Relations Standing Committee (PWLRSC) Meeting on 14 November 2025. The purpose of the meeting was to consult organised labour on departmental plans to introduce the E-Leave and E-Submission systems. A service provider facilitated a presentation (on Zoom) where they outlined the theme: “Transformation Towards an Organisation of Excellence”. The employer indicated that the new management system is a modernised way of capturing leave and making e-submissions in the Department, doing away with manual forms and submissions. The employer further stated before rolling out the new system, internal training will take place to ensure that all employees in provinces are notified of changes. The new e-Leave system is aligned with the Determination and Directive on Leave of Absence in the Public Service.

The employer explained that the new system marks a significant step forward in the digital transformation of departmental processes. The new e-leave system streamlines the process of managing employee leave requests by allowing employees to apply for leave online, which supervisors can then review and approve electronically. This reduces paperwork, minimises delays, and ensures accurate record-keeping.

The PSA raised concerns about accommodating lower-level employees working for the Department in the new system. The employer indicated that it made contingency plans to ensure that no employee of the Department is left behind. It has nominated officials who will assist employees to apply for e-leave and in the absence of those nominated employees, acting employees will assist to ensure smooth application. Simultaneously, the e-Submission system is a digital module of SmartGov, which streamlines and enhances the administration of submissions, improving efficiency, transparency, and tracking throughout the process. The system enables end-users to draft, manage and improve submissions electronically within the department, which subsequently reduces paperwork and limits the timeframes drastically as all functions are completed on-line. The system further enhances transparency and accountability by providing a clear and accessible trail of submissions and approvals. The employer stated that it had procured 400 licenses for employees to use e-Submissions. The rest of employees will continue using manual submissions. The employer confirmed that the new systems have already been procured.

Organised labour proposed that a Standard Operating Procedure be developed in the Department to provide clear, step-by-step instructions for all employees and help with process flow presentation of the new systems. Members will be informed of developments. The PSA is committed to defending members' rights and promoting their interests in the workplace.

Employees who would like to join the PSA, can reach Organising/Marketing Officers: Zweli Msane on 082 880 8944 / [Zweli.Msane@psa.co.za](mailto:Zweli.Msane@psa.co.za) and Zinhle Manyoni on 063 400 1036 / [Zinhle.Manyoni@psa.co.za](mailto:Zinhle.Manyoni@psa.co.za).

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