



FOR PSA MEMBERS: **LOCAL GOVERNMENT SECTOR EDUCATION AND TRAINING  
AUTHORITY (LGSETA)**

30-10-2025

## Update: LGSETA

### Closure of LGSETA during festive-season period

On 21 October 2025, the employer issued a communication informing employees that LGSETA offices will be closed for the festive season from 16 December 2025 to 5 January 2026. The communication further required employees to apply for annual leave during this period. Following this announcement, the PSA immediately wrote to the Administrator to raise dissatisfaction, as the requirement contradicted previous practices where employees were granted five days' paid leave during the annual shutdown. The PSA highlighted that changing this practice without prior consultation with organised labour was unacceptable. After the PSA's intervention, the Administrator convened a meeting with organised labour, where parties agreed to adhere to Clause 13.1 of the Leave Policy, which provides that:

*"In consideration of the sector LGSETA operates in, the Administrator, as part of the approval of the Human Resources Policy Handbook on 30 June 2014, also approved the closure of all LGSETA offices for the working days between Christmas and New Year's Day each year."*

This means that employees will not be required to apply for annual leave during the closure period and will remain at home with pay. Members who wish to extend their break beyond this period may apply for annual leave outside the official closure dates.

### Once-off performance cash bonuses and salary progression

Following a successful financial year in which the entity achieved an unqualified audit, the employer confirmed that it will pay once-off performance cash bonuses to all qualifying employees for the 2024/25-financial year. The employer further confirmed that performance-based salary progressions will be implemented in line with Clause 7.1 of the Performance Management Policy. This provision stipulates that salary progression is based on individual performance and awarded to employees who achieve a performance score of 3.5 or above. The employer is finalising the necessary calculations for submission to payroll, with payments expected no later than 30 November 2025.

The PSA welcomes these developments and is committed to ensuring that the rights and benefits of members at the LGSETA are protected and advanced.

Employees who wish to join the PSA can visit the PSA website, send an email to [ask@psa.co.za](mailto:ask@psa.co.za), or contact the nearest PSA Provincial Office.

Reuben Maleka  
GENERAL MANAGER