



**KWAZULU-NATAL PROVINCE**

**OFFICE OF THE PREMIER  
REPUBLIC OF SOUTH AFRICA**

**CHIEF DIRECTORATE:**

Private Bag X9037, Pietermaritzburg, 3200

IGR & DG SUPPORT

3<sup>rd</sup> Floor, Moses Mabhida Building, 300 Langalibalele Street, Pietermaritzburg, 3201

Tel: 033 341 4829 Fax: 033 394 4505

**REF: 17/1**

**CIRCULAR**

**TO: ALL HEADS OF PROVINCIAL GOVERNMENT DEPARTMENT**

**SUBJECT: EARLY CLOSURE FOR CHRISTMAS AND NEW YEAR HOLIDAYS**

Kindly be advised that all KwaZulu-Natal Provincial Government Departments officially close at 11:00 on Thursday, 24 December 2020 and Thursday, 31 December 2020.

Please note that this concession is applicable to those employees who are present and working on the day and does not apply to employees who have elected to take annual leave on these days. This concession is also not applicable to employees in essential services.

I would like to take this opportunity to wish you a joyful, blessed and safe Festive Season.

Regards

**DR NONHLANHLA O. MKHIZE  
DIRECTOR-GENERAL**

**DATE: 15/12/2020**



**KWAZULU-NATAL PROVINCE**

**OFFICE OF THE PREMIER  
REPUBLIC OF SOUTH AFRICA**

**DIRECTORATE:**

Private Bag X 9037, Pietermaritzburg, 3200

1<sup>st</sup> Floor Invesco Centre, 16 Chatterton road, Pietermaritzburg, 3200

Tel: 033-3281760 Fax: 033-3281781 Email: [madoda.jamile@kznpremier.gov.za](mailto:madoda.jamile@kznpremier.gov.za)

HR Policy and Practices

Mr Q.M. Jamile

**Ref: 3/P/2**

**SUBMISSION**

**THE DIRECTOR-GENERAL**

**SUBJECT: AUTHORITY FOR THE EARLY CLOSURE FOR CHRISTMAS AND NEW YEAR HOLIDAYS**

**1. Purpose**

To obtain the Director-General's approval that all KwaZulu-Natal Provincial Government Departments officially close at 11:00 on Thursday, 24 December 2020 and Thursday, 31 December 2020 for the Christmas and the New Year holidays respectively. This concession is not applicable to employees in essential services.

**2. Background and Discussion**

The concession is applicable to those employees who are present and working on these two (02) days and does not apply to employees who have elected to take annual leave on these days.

In anticipation of traffic congestion, the early closure will give government officials an opportunity to travel to their destinations before dark.

**3. Recommendations**

In view hereof, the Director-General's approval is sought that all KwaZulu-Natal Provincial Government Departments officially close at 11:00 on Thursday, 24 December 2020 and Thursday, 31 December 2020 for the Christmas and New Year holidays respectively. This concession is not applicable to employees in essential services.

  
**MR Q.M. JAMILE**

**ACTING DIRECTOR: HUMAN RESOURCE SUPPORT, POLICY AND PRACTICES**

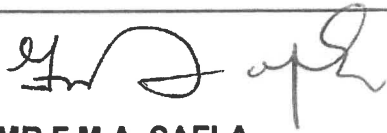
**DATE:** 14/12/2020

**GROWING KWAZULU-NATAL TOGETHER**

**SUBJECT: AUTHORITY FOR THE EARLY CLOSURE FOR CHRISTMAS AND NEW YEAR HOLIDAYS**

**SUPPORTED/ NOT SUPPORTED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**MR F.M.A. SAFLA**  
**CHIEF DIRECTOR: STRATEGIC HUMAN RESOURCE MANAGEMENT**

**DATE: 14/12/2020**

**SUPPORTED/ NOT SUPPORTED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

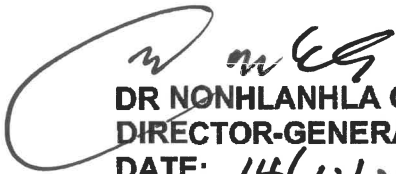


**MR S.G. NGUBANE**  
**DEPUTY DIRECTOR GENERAL: CORPORATE MANAGEMENT SERVICES**

**DATE: 14/12/2020**

**APPROVED/ NOT APPROVED**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**DR NONHLANHLA O. MKHIZE**  
**DIRECTOR-GENERAL**

**DATE: 14/12/2020**