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OFFICE OF THE ACTING MUNICIPAL MANAGER

MEMORANDUM

17 December 2024

TO: Head of Department
Middle Management
Supervisors
All Employees

Re: APPLICATION FOR LEAVE DURING OFFICE CLOSURE FOR FESTIVE SEASON

The previous announcement by the Honourable Mayor on the closure of municipal offices during the festive season for 2024 has reference:

Please note that all employees who are not performing essential services, and will not be working during the period of closure of offices for the festive season with effect from the 20th December 2024 at 12:00, until the 06th January 2025 at 07:30 must take annual leave during such period. Such employees must ensure that their leave is approved on or before Friday; 20 December 2024, failure to do so, leave without pay will be imposed for such day(s) of none-reporting for duty. Please take note that cashier points must also be opened during such period.

Hope your find this in order.

Regards,

**MA SEHLOHO
ACTING MUNICIPAL MANAGER**