



POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) FOR SUPERVISORS

PURPOSE

The purpose of the course is to enable supervisors to apply the PILIR in the Public Service.

TARGET GROUP

The course is aimed at:

- Members of the senior management services.
- All supervisors and line managers.

LEARNING OUTCOMES

The main aim of this course is to develop capacity to comply with the PILIR framework. By the end of the course learners will be able to:

- Manage absenteeism and incapacity leave in their unit with a view to enhance service delivery;
- Guide their direct reports and team members with regard to the application of the PILIR process;
- Assist in dealing with the recommendations of the Health Risk Manager;
- Assist with the return of the absent employee to the workplace (re-integration); and
- Assist with the monitoring of incapacity leave and absenteeism in their unit.

ACCREDITATION

This course is non-credit bearing.

ASSESSMENT APPROACH

As the course is non-credit bearing learners will only perform formative assessment activities. After successful completion of the course, learners will receive a Certificate of successful completion.

DURATION

The course is presented through an e-learning modality and as such will depend on the pace of the learner. Essentially it is structured such that learners will be able to learn at their own pace.