



**WEST RAND
DISTRICT MUNICIPALITY**



DEPARTMENT CORPORATE SERVICES

TO : ALL OFFICIALS

CC : PAY OFFICE, HUMAN RESOURCE

FROM : EXECUTIVE MANAGER CORPORATE SERVICES

REF : 2/1

DATE : 7 NOVEMBER 2022

**CLOSING OF WRDM OFFICES AS WELL AS LIMITED SERVICES TO
BE RENDERED BETWEEN CHRISTMAS AND NEW YEAR FOR THE
PERIOD OF DECEMBER 2022 TO JANUARY 2023**

During its meeting held on 27 October 2022, the WRDM Council resolved *inter-alia* under Item 102 as follows:

1. The WRDM will be closed for business from 15 December 2022 at 12:00 until 3 January 2023 at 7:30.
2. Employees will take five and a half (5½) days leave for the period of office closure and the Council gives four (4) days.
3. Department Financial Services to deduct the five and a half (5½) days leave from employee's leave days automatically after approval.
4. A list of all emergency services and contact details of standby personnel be compiled and made available to all staff.
5. Executive Managers ensure that all emergency and standby services proceed as normal.

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EXECUTIVE MANAGER CORPORATE SERVICES