



DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

UNIVERSITY STATEMENT

18 March 2020

Dear colleagues

STAFF COMMUNIQUE IN RESPECT OF THE TREATMENT OF LEAVE AND GENERAL MEETING PROTOCOLS AS A RESULT OF THE CORONA VIRUS STATE OF DISASTER

The university has seriously considered the circumstances relating to the Coronavirus State of Disaster declaration made by the President of the Republic of South Africa. By now, we are also in receipt of the notice from the Minister of Higher Education, Science and Innovation, on how to treat this situation.

As a university, we reiterate that the care and concern for the well-being of our staff is of paramount importance. All measures taken are however, cautionary, with due consideration of both the short and long-term impact of this situation to the employees and the university. Staff are reminded that the university has not shutdown. An early recess was invoked, effective 16th March 2020 to 14th April 2020. This means that the physical contact through academic classes has been stopped. During this time, academic staff are required to utilise this period, in the words of the Minister, to “*identify and explore digital and online methodologies for teaching and learning*” to support the continuation of the academic programme. Other aspects, such as postgraduate research work and general administration, would be expected to continue. Similarly, the administration sector of the university is expected to continue as normal.

Treatment of the various categories of leave of absence

1. Staff on self-isolation or quarantine

These categories of staff would utilise their sick leave. In their application, they should indicate the link to Covid-19, as this will enable the university to keep some record as to the extent of the impact and utilise this information for future considerations.

2. Early Recess or Leave

In the circumstance of both the official announcement made earlier this week about early recess or where staff feel that they need to take leave, the normal leave prescripts are necessary. This means that staff are required to complete their annual leave applications as normal.

Meetings during this period

Staff are urged to postpone meetings of 15 or more people during this time. This is to simply avoid a large gathering in a confined space. All smaller engagements can continue, however, staff are urged to exercise all necessary precautions relating to hygiene factors.

Staff are advised that the university does concern itself with the well-being of its students and staff. We encourage all staff to please continue upholding the guidelines that have already been issued, relating to the hygiene and health precautions that are necessary, as we fight to combat the spread of Covid-19.

Yours sincerely

Dr VL Mthethwa
Senior Director Human Resources

