



**DEPARTMENT OF SOCIAL DEVELOPMENT  
KWAZULU NATAL**

**POLICY ON THE MANAGEMENT OF EMPLOYEE EXITS**

**TABLE OF CONTENTS**

1.	Introduction	3
2.	Purpose	3
3.	Objectives	3
4.	Scope of applicability	3
5.	Legislative Framework	3 - 4
6.	Definitions, abbreviations and acronyms	4
7.	Policy Principles	4
8.	Circumstances under which exits are effected	5 - 11
9.	Notice of termination of employment	12 – 13
10.	Re-employment	13
11.	Implementation of exit interviews	13
12.	Roles and responsibilities	14
13.	Monitoring, evaluation and review	14
14.	Effective date	14
15.	Title of the policy	14
16.	Policy approval	14
	Process Form: Application for Employee-initiated Severance Package (Annexure “A”)	15 - 16
	Exit interview questionnaire (Annexure “B”)	17 - 20
	Debt Clearance Form (DCF) (Annexure “C”)	21 - 25

## 1. INTRODUCTION

The Department of Social Development cannot ignore the fact that it is facing exits which have occurred through various reasons such as retirement, resignation,

incapacity due to ill-health or injury, operational requirements, termination of probation, dismissal through misconduct, fixed term employment contract, death, expiry of contract, employee initiated severance package and incapacity due to poor work performance.

Employees who have served the department loyally and well should be treated with consideration when they exit. Equally, employees for whom there is no further operational requirement, or who can no longer serve competently and effectively, should be properly managed out of the Department.

## **2. PURPOSE**

The purpose of the policy on the management of employee exits is to provide guidelines to be followed when dealing with exits.

## **3. OBJECTIVES**

The objectives of the policy on the management of exits are:

- 3.1 To facilitate exits within the department;
- 3.2 To ensure consistent procedures of managing exits in the department; and
- 3.3 To outline the conditions and procedure to be complied with when terminating services of employees.

## **4. SCOPE OF APPLICABILITY**

The provisions of the policy on the management of exits shall apply to all employees of the Department of Social Development.

## **5. LEGISLATIVE FRAMEWORK**

- 5.1 Labour Relations, 1995 (Act No.66 of 1995), as amended;
- 5.2 Public Service Act, 1994 (Proclamation No.103 of 1994), as amended;
- 5.3 Public Service Coordinating Bargaining Council, 1999 (Resolution No.2 of 1999), as amended;
- 5.4 Public Service Regulations of 2001, as amended;
- 5.5 Basic Conditions of Employment, 1997 (Act No.75 of 1997), as amended;
- 5.6 Public Service Coordinating Bargaining Council, 1999 (Resolution No.10 of 1999), as amended;
- 5.7 Public Service Coordinating Bargaining Council, 1999 (Resolution No.12 of 1999), as amended;
- 5.8 White Paper on Human Resource Management for the Public Service;
- 5.9 Directive to institutionalise the practice of exit interviews in the Public Service; and
- 5.10 Determination on the introduction of an employee-initiated severance package for the Public Service as revised.

## 6. DEFINITIONS, ABBREVIATIONS AND ACRONYMS

For the purpose of this policy:

- 6.1 **“Department”** means the KwaZulu-Natal Provincial Government, in its Department of Social Development and “Employer” shall have corresponding meaning to that of the “Department”;
- 6.2 **“Employee”** means any person, excluding an independent contractor, who works for another person or for the state and who receives or is entitled to receive any remuneration; and any person who in any manner assists in carrying or conducting the business of an employer, and “employed” and “employment” have a corresponding meaning to that of “employee”;
- 6.3 **“Employment contract”** means the contract between the department and the employee, which describes the employment conditions and rate of remuneration;
- 6.4 **“Exit”** means leaving the department by means of terminating employment contract and “termination of service” shall have corresponding meaning with that of “exit”;
- 6.5 **“MEC”** stands for Member of Executive Council;
- 6.6 **“Operational requirements”** means requirements based on the economic, technological, structural or similar needs of an employer; and

## 7. POLICY PRINCIPLES

- 7.1 The termination of service shall be applied in a fair and consistent manner throughout the department;
- 7.2 The contractual obligation must be honoured by both parties i.e. employer and employee;
- 7.3 All employees who wish to file notice of exiting shall do it in writing via the human resource component; and
- 7.4 Exits shall be approved by the MEC or his or her delegate.

## 8. CIRCUMSTANCES UNDER WHICH EXITS ARE EFFECTED

### 8.1 Termination initiated by the employee

#### 8.1.1 Retirement at own request

- (a) An employee has the right to early retirement between the ages of fifty five (55) to sixty four (64) years;
- (b) Three (3) calendar months written notification to the Head of Department shall be given as prescribed by the Public Service Act, 1994 ( Proclamation No.103 of 1994), as amended;
- (c) In the case where the employee is the Head of Department the employee shall give notification of at least six (6) calendar months of his or her wish to retire from the Department; and
- (d) Withdrawal of the notice of application for retirement will only be considered if it is filed within a period of one (1) month of commencement date of notice.

#### **8.1.2 Abscondment**

- (a) An employee who absents himself or herself from duty for a period exceeding one (1) calendar month without prior approval will be deemed to have absconded;
- (b) Procedures to implement termination in cases of abscondment should comply with the following abscondment principles:
  - (i) Reasonable attempts to contact the employee should be exhausted prior to implementation;
  - (ii) Adequate opportunity should be provided for the employee to provide his or her case while termination of service should not be proceeded with;
  - (iii) The case should be speedily and objectively considered; and
  - (iv) The return to work and remuneration of employees, who are, after a period of absence, deemed not to have absconded, should be dealt with in a fair and dignified manner.

#### **8.1.3 Resignation**

- (a) An employee may resign out of his or her will at any time by giving the employer notice in writing;
- (b) An employee who intends to resign shall give the employer the appropriate notice as follows:
  - (i) In the case of an employee paid monthly, must give at least one month's written notice of resignation; and
  - (ii) In case of casual employee who has been employed for less than four (4) weeks must give at least one (1) week notice and casual employees who has been employed for more than four (4) weeks, must give at least two (2) weeks notice.

- (c) Employees are permitted to be candidates for elections subject to the Public Service Code of Conduct and the limits prescribed by the Minister for Public Service and Administration and an employee who is issued with certificate as candidate shall remain in employment until he or she accepts the offer. In that case:
- (i) An employee must inform the department in writing that he or she is a candidate for election not later than the next working day after he or she is issued with a certificate;
  - (ii) An employee must furnish a copy of the certificate to the department;
  - (iii) The employee will be deemed to be on annual leave and/or unpaid leave if annual leave is insufficient from the date following the date the certificates are issued until he or she is:
    - 1. elected and accepts election, the date immediately before the date he or she assumes office;
    - 2. elected, but declines election, the date he or she declines election; and
    - 3. not elected, the date of the designation of representation.
- (d) If an employee is elected and assumes office, the employee is deemed as having resigned with effect from the date immediately before the date he or he assumes office as a member of the National Assembly or a Provincial Legislature or as a full-time municipal councillor;
- (e) If an employee is elected as a part-time municipal councillor he or she may continue as an employee, but must seek approval from his or her Executive Authority to receive remuneration and must perform his or her duties outside official working hours. If an employee has to perform his or her duties as a councillor during official working hours he or she must take vacation leave;
- (f) If an employee is appointed as a permanent delegate of the National Council of Provinces, he or she shall be deemed as resigned with effect from the date immediately before the date he or he assumes office as a delegate;
- (g) An employee who has been suspended or who has been accused of misconduct may not resign to avoid disciplinary consequences and his or her resignation will not be accepted until disciplinary procedures have been finalised and a decision reached;
- (h) All employees who wish to file a notice for resignation shall do it in writing via their Human resource components indicating the last day of employment; and

- (i) A short notice of application for resignation shall require the approval of the Head of Department before it is processed.

## **8.2 Termination initiated by mutual agreement**

### **8.2.1 Premature retirement**

An employee who is below fifty five (55) years of age can approach the highest administrative authority to be prematurely retired. The employer may approve such request if it is in the interest of the State. The employer may subject this retirement to limitation on re-employment prospects.

### **8.2.2 Voluntary severance**

- (a) Periodically, voluntary severance may be offered to employees who are affected by transformation and restructuring and who wish to exit the Public Service;
- (b) In considering the application the following should be taken into account:
  - (i) All eligible employees wishing to take voluntary severance should be given an equal opportunity to apply;
  - (ii) The impact of the employee's exit from the department on its service delivery capabilities;
  - (iii) The employee's competence and suitability for continued employment;
  - (iv) The manner in which the employee's exit will support the transformation and restructuring of the department;
  - (v) The specific reasons for the employees request;
  - (vi) The ability of the department to finance the costs related to the payment of the severance package such as pension, severance pay, and leave pay;
  - (vii) The impact of the granting of the severance package on the morale of other employees;
  - (viii) Whether the employee occupies a post on the department's establishment or whether the employee is held additional to the establishment; and
  - (ix) The final decision to approve an application rests with the Executive Authority or his/her delegate.
- (c) The application must be made on the relevant form attached as annexure "A" on the Determination on the introduction of an employee-initiated severance package for the Public Service as revised;
- (d) If misconduct or incapacity (due to poor performance) proceedings are underway against an employee, the decision regarding his/her application must be postponed until such proceedings have been finalised;

- (e) If the Executing Authority or his/her delegate does support the application, the application form, with section B completed, must be submitted to the Minister for the Public Service and Administration (MPSA) for comment;
- (f) The Minister for the Public Service and Administration's comment will be provided (in section C of the application form) to the Executing Authority or his/her delegate for a final decision;
- (g) Taking into account the Minister for the Public Service and Administration's comments, the Executing Authority or his/her delegate must finally decide whether or not to approve the application;
- (h) If the application is approved, the employee must be notified in writing of the decision and his/her exit from the Public Service must take effect not later than two months after the date of such notice; and
- (i) If the application is not approved, the employee must be notified in writing of the decision, must be provided with reasons for the decision and be informed of any right of review.

### **8.3 Termination initiated by the employer**

#### **8.3.1 Age retirement**

- (a) An employee shall have the right to retire from the Public Service and shall be so retired on the date when he or she attains the age of sixty five (65);
- (b) All employment contracts should make it clear that employment will cease automatically on this said age;
- (c) Employees should be assisted to make transition from employment to retirement by means of pre-retirement preparation programme;
- (d) No employee shall be made to work beyond sixty five (65) years without his or her consent and the approval by the Executing Authority, and such extension may not go beyond two (2) years;
- (e) The employer should demonstrate that the employee in question is the only person who can carry out the duties in question, and the employee is willing to extend his or her service; and
- (f) Extensions of service beyond the retirement age should be on the basis of a fixed-term contract for a specified period of not more than twelve (12) months at a time, for a maximum of two (2) years.



### **8.3.2 Completion of fixed-term contract**

- (a) The service of employees on fixed-term contracts will automatically cease at the end of the contract period and extensions of contract may be initiated by the employer in line with the following principles:
  - (i) The extension is required because of additional operational requirements in relation to the original contract, and does not constitute a completely new requirement;
  - (ii) The extension is not required because the employee has failed, through his or her shortcomings, to deliver the required outcomings in the original timescales;
  - (iii) There are clear operational grounds for extending the contract rather than creating a new contract or filling the position through competition;
  - (iv) The employee's performance during the period of the original contract has been wholly satisfactory; and
  - (v) The period of extension does not exceed two (2) years.

### **8.3.3 Termination due to ill-health/injury**

- (a) An employee's health can deteriorate so seriously as to render him or her permanently unfit for duty for the foreseeable future and his or her services may be terminated on grounds of ill-health;
- (b) In terminating service on ill-health grounds the following principles should be applied:
  - (i) The degree of incapacity and confirmation that there is no early prospect of recovery should be established. A Professional medical authority acting independently of the interests of either the employee or employer should evaluate the degree of incapacity; and
  - (ii) The employer should demonstrate that there is no other suitable job which the employee can perform elsewhere in the department, given his or her current state of health.
- (c) An employee who has been retired on grounds of ill-health may be considered for re-employment, subject to independent medical evidence of his or her medical fitness.

### **8.3.4 Termination due to incapacity/poor performance**

- (a) An employee's performance can deteriorate so seriously and permanently, that the department can no longer justify employing him or her. In such a case an employee's service may be terminated on grounds of incapacity;
- (b) Procedures for terminating service in these circumstances should comply with the following principles:

- (i) The employer can demonstrate that the employee has consistently failed to perform to the required standard, notwithstanding the application of all possible remedial measures, including opportunities for improvement provided by performance management;
- (ii) The employer can demonstrate that the employee is incapable of improving or unwilling to improve his or her performance; and
- (iii) There is no other job within the department that the employee is capable of filling within his or her capacity and willingness to perform to a satisfactory standard.

#### **8.3.5 Dismissal for misconduct**

- (a) An employee who is guilty for misconduct so serious as to render him or her unsuitable for employment in the Public Service, in effect, in breach of his or her contract may therefore be dismissed;
- (b) Procedures for dismissing an employee on grounds of misconduct should comply with the following principles:
  - (i) There should be proven evidence of the alleged misconduct;
  - (ii) Other forms of discipline should be considered before a decision to dismiss is taken; and
  - (iii) The employee should be given a written notice of the intention to dismiss him or her and adequate opportunity to make representations, with the assistance of a personal representative of his or her choice.

#### **8.3.6 Dismissal due to industrial action**

- (a) An employee can be dismissed if in the course of protected strike he or she is guilty of misconduct, e.g. carrying out acts of violence or intimidation, this may provide grounds of dismissal;
- (b) Employees who participate in an unprotected strike may be dismissed, but may also have recourse to redress e.g. it is proved that the employer caused the strike through its own actions;
- (c) Procedures for dismissing employees as a result of unprotected strike should comply with the following principles:
  - (i) The intended action should be discussed with the relevant trade union;
  - (ii) Employees should be given a clear ultimatum advising them to return to work and informing them of the intention to dismiss them if they fail to do so;

- (iii) Employees should be given a reasonable period of time within which to consider and respond to the ultimatum; and
- (iv) Employees should be given an opportunity to make representations against the decision to terminate his or her services, with the assistance of a personal representative of his or her choice.

### **8.3.7 Termination of probation**

- (a) A newly hired employee may be placed on probation for a period that is reasonable given the circumstances of the job;
- (b) An employee who is employed on probation and has after consideration of all avenues of Employee Performance Management and Development System and Labour Relations Act, 1995 (Act No. 66 of 1995), as amended deemed not suitable for continued employment, shall be discharged from the Public Service Act, 1994 (Proclamation No. 103 of 1994), as amended;
- (c) Procedures for terminating service in these circumstances should comply with the following principles:
  - (i) The employer should have given an employee appropriate evaluation, instruction, training, guidance or counselling;
  - (ii) The employer must prove that after a reasonable period of time for improvement, the employee continued to perform unsatisfactorily;
  - (iii) The investigation should be conducted to establish reasons for unsatisfactory performance and the employer must consider other ways, short of dismissal, to remedy the matter; and
  - (iv) The employee must be given opportunity to state his or her case and be assisted by a trade union or fellow employee.

### **8.3.8 Termination due to death**

The employment contract shall be deemed to have terminated on the death of the employee.

## **9. Notice of termination of employment**

- 9.1 An employee or employer must give notice to end employment contract of not less than:
  - (a) one (1) week if the employee has been employed for four (4) weeks or less;
  - (b) two (2) weeks if the employee has been employed for more than four (4) weeks but not more than a year; and
  - (c) four (4) weeks if the employee has been employed for one (1) year or more.
- 9.2 Notice of termination of a contract of employment must be given in writing;

- 9.3 Notice of termination of a contract of employment must not run concurrently with any period of leave except sick leave;
- 9.4 Should notice of termination be given, the employer has the right to require the employee to vacate the office occupied by him/her and to leave premises of the department before the expiry of the notice period on a day stipulated by the employer and not to present himself/herself for duty thereafter;
- 9.5 If the employer terminates the contract of employment of the employee who resides in the accommodation that is situated in the premises of the employer, the employer is required to provide accommodation for a period not exceeding three (3) months and payment value shall be reduced by the agreed value of the accommodation for a period that the employee remains in the accommodation;
- 9.6 On termination of employment, an employer must pay an employee:
- (a) For any time off that the employee is entitled to that the employee has not taken, if resigned time off for the current cycle is paid;
  - (b) Remuneration for any period of annual leave due that the employee has not taken, if resigned annual leave for the current cycle is paid and accrued leave is forfeited, in the event of death, retirement , medical boarding, severance package, accrued leave is also paid;
  - (c) Severance pay if the employee has been dismissed on operational requirements; and
  - (d) The pension benefit an employee is entitled of; if an employee was dismissed on account of fraud the money owed to the department will be deducted from the pension benefit.
- 9.7 On termination of employment an employee is entitled to a certificate of service stating:
- (a) the employee's full name;
  - (b) the name and address of the employer;
  - (c) a description of any council or sectoral employment standard by which the employer's business is covered;
  - (d) the date of commencement and date of termination of employment;
  - (e) the title of the job or brief description of the work for which the employee was employed at a date of termination;
  - (f) the remuneration at a date of termination; and
  - (g) if the employee so requests , the reasons for termination of employment.

## **10. RE-EMPLOYMENT**

Having recognised the importance of developing, recruiting and retaining scarce skills, the Executing Authority has the discretion to re-employ former employees provided that:

- (a) the appointment is in the public interest;
- (b) the appointment is made in accordance with the recruitment ; and selection procedures in the Regulations and no other suitable candidate could be recruited;

- (c) the appointment is made for a fixed term not exceeding three years, and that term may be extended only once for a further term not exceeding three years; and
- (d) the employee has not previously been appointed in terms of this regulation.

## **11. IMPLEMENTATION OF EXIT INTERVIEWS**

11.1 An exit interview must be conducted with an employee whose employment is terminated on account of the following:

- (a) incapacity due to ill-health or injury;
- (b) retirement; and
- (c) resignation.

11.2 Executing Authority or his/her delegate must ensure that exit interviews are conducted with the employee prior to his or her departure and reasons are recorded;

11.3 In respect of exit interviews an Executing Authority must:

- (a) determine the manner in which interviews will be conducted;
- (b) develop an exit interview template which must as a minimum require the employee to indicate the following:
  - (i) the reasons for his or her exit;
  - (ii) the circumstances if any under which the employee ; would consider returning to the department; and
  - (iii) any suggestions for improving the working environment and service delivery.
- (c) The exit interviews must be aligned inter alia with human resource planning, development and retention strategies, and may be extended to other categories of terminations;
- (d) The personal details of the departing employee must be treated as confidential; and
- (e) An Executing Authority or his/her delegate must record the reasons for the employee's termination as well as other relevant information obtained during the exit interview for future implementation.

**(Exit interview questionnaire that may be used is attached as Annexure "B")**

## **12. ROLES AND RESPONSIBILITIES**

### **12.1 Supervisor**

On exit the immediate supervisor must:

- (a) Ensure that all assets and working tools that were allocated to the employee are returned to the relevant office before the exit; and
- (b) Ensure that all debts of the employee are identified and brought to the attention of Human Resource Management for further management.

### **12.2 Human Resource Management**

On exit the Human Resource Management must:

- (a) Ascertain the debts of the employee and make sure that such debts, if any, are recovered;
- (b) Conduct exit interview with the employee concerned and keep records of such interviews;
- (c) Ensure that all the benefits due to the employee are processed before the exit; and
- (d) Ensure that the employee is kept informed of the progress.

**(Debt Clearance Form (DCF) that may be used is attached as Annexure "C")**

**13. MONITORING, EVALUATION AND REVIEW**

13.1 The Human Resource Management Component is responsible for communicating the provisions of this policy to all employees; and

13.2 The policy will be monitored, evaluated and reviewed on a regular basis to ensure that it achieves the intended purpose.

**14. EFFECTIVE DATE**

This policy will be effective on the date of approval.

**15. TITLE OF THE POLICY**

This policy shall be called Policy on the Management of Employee Exits.

**16. POLICY APPROVAL**

This policy supersedes all other policies on the Management of Employee Exits promulgated before. This policy is approved with effect from the 10<sup>th</sup> day of November in the year 2009 and will be effective on the date of approval.



.....  
**MR BL NKOSI**  
**HEAD: DEPARTMENT OF SOCIAL DEVELOPMENT**



## Annexure “A”

### PROCESS FORM: APPLICATION FOR EMPLOYEE-INITIATED SEVERANCE PACKAGE

#### SECTION A (TO BE COMPLETED BY THE EMPLOYEE)

I, \_\_\_\_\_ (full first names and surname), herewith apply to be discharged (in terms of section 17(2) (c) of the Public Service Act, 1994) from the public service on the basis of the employee-initiated severance package as determined by the Minister for the Public Service and Administration, in a DPSA circular 1/16/21 dated 16 January 2006. I declare that this request is made voluntarily and that I accept the conditions and severance benefits set out in the aforementioned determination by the Minister. I acknowledge that my application is subject to approval by the executing authority (or delegate).

The reasons for my request are the following (Please make use of a separate sheet if the allocated space is inadequate):

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**SIGNATURE:** .....

**DATE:** .....

#### SECTION B (TO BE COMPLETED BY THE DEPARTMENT)

Department: \_\_\_\_\_

Rank of Employee: \_\_\_\_\_

Occupational classification code \_\_\_\_\_

Salary notch: R\_\_\_\_\_

Salary scale: R\_\_\_\_\_

Age: \_\_\_\_\_

Race: \_\_\_\_\_

Prescribed retirement age: \_\_\_\_\_

Amount of severance package (excluding pension benefits): \_\_\_\_\_

Reasons for supporting/not supporting the application (Please use a separate sheet if the allocated space is inadequate):

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**EXECUTING AUTHORITY (OR DELEGATE)**

**DATE:** .....

*(NOTE: If the application is **supported**, submit the process form to the Minister for the Public Service and Administration for comment.*

*If the application is **not supported (and therefore not approved)**, do not submit to the Minister for the Public Service and Administration, but inform the employee in writing of the decision, provide him/her with adequate reasons for the decision and inform him/her of any right of review.)*

**SECTION C (TO BE COMPLETED BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION OR DELEGATE)**

Comment:.....  
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**MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION (OR DELEGATE)**

**DATE:** .....

**SECTION D (TO BE COMPLETED BY EXECUTING AUTHORITY OR DELEGATE)**

The application is approved/not approved

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**EXECUTING AUTHORITY (OR DELEGATE)**

**DATE:** .....

*(NOTE: If the application is approved, the employee must submit a completed pension withdrawal form (Z102).*

*If the application is **not approved**, the employee must be informed in writing of the decision, be provided with adequate reasons for the decision and be informed of any right of review.)*

**Annexure “B”**



**PROVINCE OF KWAZULU-NATAL**



**DEPARTMENT OF SOCIAL DEVELOPMENT**

***Exit Interviews***

This questionnaire should be used during exit interviews to find out why the employee is leaving:

**Employee's Name:** .....  
**Initials and surname:** ..... **Persal No.:**.....  
**Directorate:** ..... **Component:**.....  
**Rank:** ..... **Level:**.....  
**Supervisor:** .....  
**Employment dates: Start:** ..... **End:** .....

1. What is your main reason for leaving:

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2. Do you feel the department treated you fairly during your employment?

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3. Would you consider coming back to the department?

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4. In your opinion, were you paid an adequate salary for the work you did?

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5. Under what conditions would you have stayed?

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6. If you were to change something in the department, what would you have changed?

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7. Do you believe management in the department adequately recognized your contribution?

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8. Did you understand the various departmental policies and the reasons for them?

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9. Have you seen any illegal acts taking place within the department?

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10. Do you feel your training was adequate?

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11. Were you satisfied with your working conditions?

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12. Are security measures in place in the department, if not how could they be improved?

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13. Do you have any suggestions for improving employee morale?

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14. What did you like:

(a) Most about your position?

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(b) Least about your position?

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15. Could anything have been done to prevent you from leaving?

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16. Did you find goals and targets of your role clear during your employment?

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17. Could your qualifications and skills have been used to a better advantage?

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**Name of person conducting interview**

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**Signature of person conducting interview**

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**Date of interview**



**DEBT CLEARANCE FORM**

**ANNEXURE "C"**

Fax number.....

<b>SALARY AND ALLOWANCES</b>				
Final salary / Salary in lieu of notice				
Salary adjustment in respect of promotion/translation/pay progression				
Overtime				
Pro rata service bonus (allowance 0005)				
Resignation in birthday month after pay date (allowance 0005)				
Leave accrual/discounting (allowance 0060)				
<b>S &amp; T CLAIM</b>				
<b>EMPLOYEE MILEAGE ALLOWANCE</b>				
<b>RETIREMENT/DEATH/ILL-HEALTH RETIREMENT/SEVERANCE BENEFITS</b>				
Leave gratuity/leave pay				
Pro rata service bonus (allowance 0288/0330)				
<b>Less</b> : Tax on leave gratuity and service bonus or severance pay over R 9000.00 per IRP3 tax directive (code 0001)				
<b>Less</b> : Arrear taxes per IT88 Notice to Agent/Employer to pay taxes (code 0073)				
<b>CASH BONUS</b> Std VIII / STD X/Additional Qualifications				
<b>TAX REFUND (S.I.T.E./P.A.Y.E.)</b>				
<b>OTHER (Specify) :</b>				
<b>TOTAL AMOUNT OWING TO EMPLOYEE BEFORE PAYE, PENSION AND UIF</b>				
<b>PART II - PAYMENT OF AMOUNTS OWING TO EMPLOYEE LISTED IN PART I</b>	<b>Cheque date</b>	<b>Cheque number</b>	<b>Cheque Amount</b>	<b>SIGNED OFF</b>

<b>PART III - PENSION</b>	<b>AMOUNT</b>	<b>SIGNED OFF</b>
Estimated pension payout (#4.3.45)		
Less: balance outstanding i.r.o. purchase of service/bought service (code 0004)		
<b>Estimated nett pension payout</b>		
<b>PART IV - DEBTS IDENTIFIED</b>	<b>AMOUNT</b>	<b>SIGNED OFF</b>
<b>Salary, Allowances and Deductions</b>		
Overpaid salary and allowances reversed including manually reversed overpayments (code 0185)		
Deductions from overpaid salaries not stopped or recalled (code 0218)		
Balance outstanding i.r.o. Debt Disallowance recovery (code 0182)		
<b>Balances outstanding in respect of Disallowance of Allowance deductions</b> (codes 0047, 0048, 0049, 0051, 0052, 0053)		

Deduction code:	Allowance code:	Reference:		
Deduction code:	Allowance code:	Reference:		
<b>Leave on Less than Full Pay</b>				
Vacation leave without pay periods:				
<b>PART IV (continued) - DEBTS IDENTIFIED</b>				<b>SIGNED OFF</b>
Vacation leave in good faith periods:				
Sick leave without pay periods:				
Sick leave on half pay periods:				
Leave in respect of injury on duty:				
Other leave on less than full pay periods (specify type):				
Service bonus leave without pay: No. of days =				
<b>Breach of Contract</b>				
Bursary i) Registration fees R_____				
ii) Study leave R_____ (code 0180)				
Tuition/registration fees outstanding (code 0040)				
Old Sub-Car scheme Debt (code 0164)				
<b>Other Amounts</b>				
Board & Lodging/Rent/Domestic charges (0014,0015,0016,0019,0020,0022,0024,0025,0081,0082,0111,0112,0144,0167,0219)				
Damage to government vehicle (code 0034)				
Equipment/uniforms/shoes (code 0085)				
Identity (ID) cards and other fines (code 0090)				
Keys (code 0090)				
Misconduct (code 0182)				
Private telephone calls (code 0119)				
S & T Advances (code 0043)				
TAX (S.I.T.E./P.A.Y.E.) debt (code 0073)				
Other (specify)				
<b>TOTAL A - DEBT BEFORE HOUSING GUARANTEE AND INTEREST PROVISION (to be reconciled with report 44)</b>				
100% Housing loan guarantee – not applicable if termination as a result of death (code 0138)				
Provision for interest				

<b>TOTAL B - DEBT OUTSTANDING TO BE ENTERED ON Z102</b>		
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<b>OVERPAID SALARY CALCULATIONS</b>			
<b>DETAIL</b>	<b>WAS PAID</b>	<b>SHOULD BE PAID</b>	<b>OVERPAID</b>
<b>NET</b>			

<b>RECOMMENDED CHECKS TO BE CARRIED OUT</b>	<b>Noted</b>
The FULL housing loan guarantee amount is included on the Debt Clearance Form (except in the case of death)	
The departmental liabilities file and report have been checked for Bursary and other commitments.	
All documents previously required have been received (e.g. matric/ registration certificate).	
Employee's ID badge/equipment/keys have been returned.	
Claims have been paid in respect of: a) Overtime/standby b) pro rata service bonus	
All outstanding leave forms have been received and leave/attendance records audited.	
Outstanding salary advices/ cheques have been received/ returned.	
Injury on duty documents have been authorised.	
Post establishment records have been updated.	
Amounts owed to the department in respect of sub-car have been noted on the DCF.	
S&T advances/claims outstanding have been noted on the DCF.	
Outstanding debts/balances on the pay slips have been noted on the Debt Clearance Form.	
A report 0044/45 has been drawn on the salary number and all balances have been reconciled with the DCF.	
The total debt on the DCF plus interest provision has been included on the Z102 withdrawal from pension fund form.	
Last pay certificate and claim submitted in the case of a transfer to another government department.	
IRP5 for current tax year has been checked and dispatched (except if the employee still owes an amount in respect of tax debt).	
If the employee has access to the departmental network, that IT has been informed of the exit	
Has the exit interview questionnaire been completed <b>Yes /No</b> (if no indicate reasons why)	

**Human Resource Manager** ..... **Date:** .....

I hereby confirm that all debts appearing on this form have been recorded in the departmental accounts and that the debt outstanding (in the case of death only pension, pro rata overpaid salary and amounts acknowledged in writing or proved in a court of law may be recovered from the pension payout) reflected on the Debt Clearance Form plus a provision for interest appears on the employee's withdrawal from pension fund form (Z102) and the Z102 may therefore be released or the total debt outstanding reflected on the Debt Clearance Form is being claimed from the department to which the employee is being transferred.

**Responsibility manager** ..... **Rank** ..... **Date** .....