Wes-Kaap Onderwysdepartement
Western Cape Education Department
iSebe leMfundo leNtshona Koloni

Navrae / Enquiries / iMibuzo: M.J. FRANKEN
Verwysing / Reference / Ubhekiso: 7/4/B
Telefoon / Telephone / iMfonomfono: 403-6130

TO:

ALL CHIEF DIRECTORS,
DIRECTORS, AREA AND
CIRCUIT MANAGERS,
HEADS OF ALL EDUCATIONAL
INSTITUIONS AND SUBJECT
ADVISORS

Kantoor van die / Office of the / i-Offisi ye: Head of Education
Privaatsak / Private Bag: 9114
Dorp/Stad / Town/City / iDolophi/iSixeko: CAPE TOWN
Poskode/Postal Code / iKhodi lePosi: 8000
Faks / Fax: 21-5047
Datum/Date / Umhla: 6 APRIL 1998

CIRCULAR 0046/1998

APPLICATION FOR VOLUNTARY RETIREMENT AND THE PAYMENT OF THE SPECIAL SEVERANCE PACKAGE: ADDENDUM B OF CIRCULAR 38/1998: AMENDMENT

A slightly amended Addendum B (Afrikaans and English) of Circular 38/1998 is attached.

Educators are kindly requested to make use of the amended forms when applying for the Voluntary Severance Package (VSP).

The content of this circular must be brought to the attention of all concerned.

Your co-operation in this regard will be appreciated.

[signature]

P · HEAD: EDUCATION

ANNEXURE B
(CIRCULAR /98 OF 6/4/98)

WESTERN CAPE EDUCATION DEPARTMENT

APPLICATION FOR VOLUNTARY RETIREMENT AND THE PAYMENT OF THE SPECIAL SEVERANCE PACKAGE

SECTION A (to be completed by the applicant)

TO: *The Head: Education (Section: Voluntary Retirement), Private Bag 9114, CAPE TOWN 8000*

In terms of the national agreement reached in the ELRC, Resolution 3 of 1996, I apply for the voluntary termination of my services at the Western Cape Education Department.

Surname: ______________________________

First name(s): ______________________________

Persal No.: ______________ Rank: ______________

Institution: ______________________________

I hereby declare that this request is made voluntarily and that I am familiar with the conditions and benefits as set out in the relevant resolutions and agreements.

I request that:

(a) the date of termination of service be set on **30 JUNE 1998.**

(b) the following payment option should apply in my case:
(Please indicate with an X in the appropriate block)

☐ Pension plus gratuity (available only for educators, 50 and above, with more than 10 years service)

☐ Gratuity only (available only for educators younger than 55)

I accept that the relevant pension and severance benefits may not be available for payment on **30 JUNE 1998** or immediately thereafter, and therefore I exonerate the Western Cape Education Department from any legal action or interest claims related to the possible late payment of the said benefits.

....
SIGNATURE OF APPLICANT

....
DATE

SECTION B (to be completed by the Principal and Governing Body of the institution)

1. The application is recommended/not recommended.
2. It is certified that the post of the educator will be abolished once he or she leaves the service.
3. It is furthermore certified that the curriculum needs of the school were thoroughly taken into account when this application was considered.
4. Subjects/phases taught by the applicant.

   ....

5. Noted and despatched for the attention of:
   The Head: Education (Section: Voluntary Retirement), Private Bag 9114, CAPE TOWN, 8000

....

SIGNATURE OF THE HEAD OF THE INSTITUTION **DATE**

....

SIGNATURE OF THE SECRETARY: GOVERNING BODY **DATE**

SECTION C (to be completed by the Area or Circuit Manager)

Retirement in terms of Section 8(1)(c) of the Educators' Employment Act, 1994, for which provision has been made in Addendum A of Resolution 3 of 1996 of ELRC, is recommended.

....

SIGNATURE OF AREA/CIRCUIT MANAGER **DATE**

SECTION D

Retirement in terms of Section 8(1)(c) of the Educators' Employment Act, 1994, for which provision has been made in Addendum A of Resolution 3 of 1996 of ELRC, is recommended.

....

SIGNATURE OF DIRECTOR: PERSONNEL MANAGEMENT **DATE**

SECTION E

Retirement in terms of Section 8(1)(c) of the Educators' Employment Act, 1994, for which provision has been made in Addendum A of Resolution 3 of 1996 as from **1 JULY 1998**

APPROVED	NOT APPROVED

....

HEAD: EDUCATION **DATE**

Wes-Kaap Onderwysdepartement
Western Cape Education Department
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Navrae / Enquiries / iMibuzo: M.J. FRANKEN
Verwysing / Reference / Ubhekiso: 7/4/B
Telefoon / Telephone / iMfonomfono: 403-6130

AAN:
ALLE HOOFDIREKTEURE, DIREKTEURE, AREA- EN KRINGBESTUURDERS, HOOFDE VAN ALLE ONDERWYSINRIGTINGS EN DIE VAKADVIESDIENS

Kantoor van die / Office of the / i-Offisi ye: Onderwyshoof
Privaatsak / Private Bag: 9114
Dorp/Stad / Town/City / iDolophi/iSixeko: KAAPSTAD
Poskode/Postal Code / iKhodi lePosi: 8000
Faks / Fax: 21-5047

Datum/Date / Umhla: 6 April 1998

OMSENDBRIEF 0046/1998

AANSOEK OM VRYWILLIGE UITDIENSTREDE EN BETALING VAN DIE SPESIALE SKEIDINGSPAKKET: BYLAE B VAN OMSENDBRIEF 38/1998: WYSIGING

'n Ietwat gewysigde Bylae B (Afrikaans en Engels) van Omsendbrief 38/1998 word hierby aangeheg.

Opvoeders word vriendelik versoek om die gewysigde vorms te gebruik in hulle aansoeke om die Vrywillige Skeidingspakket (VSP).

Die inhoud van hierdie omsendbrief moet onder die aandag van alle belanghebbendes gebring word.

U samewerking in hierdie verband word op prys gestel.

[signature]

.HOOF: ONDERWYS

BYLAE B
(OMSENDBRIEF /98 VAN 6/4/98)

WES-KAAP ONDERWYSDEPARTEMENT

AANSOEK OM VRYWILLIGE UITDIENSTREDE EN BETALING VAN DIE SPESIALE SKEIDINGSPAKKET

AFDELING A (moet deur die aansoeker voltooi word)

AAN: *Die Hoof: Onderwys, (Afdeling: Vrywillige Uitdienstrede), Privaatsak 9114, KAAPSTAD, 8000*

Ingevolge die nasionale ooreenkoms in RAVO beding, Resolusie 3 van 1996, doen ek aansoek om die vrywillige beëindiging van my dienste by die Wes-Kaap Onderwysdepartement.

Van: ______________________________

Voorname: ______________________________

Persalnommer: ____________________ Rang: ______________

Inrigting: ______________________________

Ek verklaar hiermee dat hierdie versoek vrywillig geskied en dat ek vertroud is met die voorwaardes en voordele soos in die relevante resolusies en ooreenkomste uiteengesit.

Ek gee kennis dat:

(a) die datum van uitdienstrede gestel word op 30 JUNIE 1998

(b) die volgende my keuse is wat aan my uitbetaal moet word:
(merk asseblief duidelik met 'n kruisie in die toepaslike blokkie)

☐ Pensioen plus gratifikasie (slegs opvoeders 50 en ouer met 10 jaar diens)

☐ Enkelbedragvoordeel (slegs opvoeders jonger as 55 jaar)

Ek aanvaar dat die relevante pensioen en skeidingsvoordele nie beskikbaar mag wees vir betaling op 30 JUNIE 1998 of onmiddellik daarna nie en ek vrywaar die Wes-Kaap Onderwysdepartement teen enige regsaksies of rente-eise as gevolg van die laat betaling van genoemde voordele.

....

HANDTEKENING VAN AANSOEKER **DATUM**

AFDELING B (moet deur die Hoof en Beheerliggaam van die Inrigting voltooi word)

1. Die aansoek word aanbeveel/nie aanbeveel nie.
2. Daar word gesertifiseer dat die opvoeder hierbo se pos afgeskaf sal word by uitdiensstelling.
3. Voorts word gesertifiseer dat die kurrikulumbehoeftes van die skool wel deeglik in ag geneem is by die oorweging van hierdie aansoek.
4. Vakke/fase wat die applikant tans onderrig:

   ....

5. Aangeteken en versend vir die aandag van:
   Die Hoof: Onderwys, (Afdeling: Vrywillige Uitdienstrede), Privaatsak 9114, KAAPSTAD, 8000

....

HANDTEKENING VAN DIE HOOF VAN INRIGTING **DATUM**

....

HANDTEKENING VAN SEKRETARIS: BEHEERLIGGAAM **DATUM**

AFDELING C (moet deur die Area/Kringbestuurder voltooi word)

Uitdienstrede ingevolge artikel 8(1)(c) van die Wet op Indiensneming van Opvoeders, 1994, waarvoor in Bylae A van Resolusie 3 van 1996 van RAVO voorsiening gemaak is, word aanbeveel.

....

HANDTEKENING VAN AREA-/KRINGBESTUURDER **DATUM**

AFDELING D

Uitdienstrede ingevolge artikel 8(1)(c) van die Wet op Indiensneming van Opvoeders, 1994, waarvoor in Bylae A van Resolusie 3 van 1996 van RAVO voorsiening gemaak is, word aanbeveel.

....

HANDTEKENING VAN DIREKTEUR: PERSONEELBESTUUR **DATUM**

AFDELING E

Uitdienstrede ingevolge van artikel 8(1)(c) van die Wet op Indiensneming van Opvoeders, 1994, waarvoor in Bylae A van Resolusie 3 van 1996 voorsiening gemaak word met ingang van **1 JULIE 1998**.

GOEDGEKEUR	NIE GOEDGEKEUR NIE

....

HOOF: ONDERWYS **DATUM**