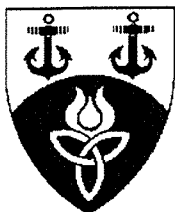


**KAAPLANDSE
ONDERWYSDEPARTEMENT**



**CAPE
EDUCATION DEPARTMENT**

Circular : 27/1995
File : F/TS-19/4/B
Enquiries : Mrs Vermeulen
Telephone : 403-6369

Private Bag 9114
CAPE TOWN
8000

7 April 1995

TO

HEADS OF ALL FORMER CAPE EDUCATION DEPARTMENT EDUCATIONAL INSTITUTIONS, MEMBERS OF THE EDUCATIONAL GUIDANCE SERVICE AND THE EDUCATION SUPPORT SERVICE, HEADS OF SCHOOLS FOR SPECIALIZED EDUCATION, RECTORS OF COLLEGES OF EDUCATION AND TECHNICAL COLLEGES, ADMINISTRATIVE HEADS OF REGIONAL OFFICES, HEADS OF MUSIC, ART AND TEACHERS' CENTRES

AMENDMENT TO SALARY PAY DATES

The amalgamation of the Persal Systems of the ex Cape Education Department and the ex House of Representatives has resulted in a change in the pay dates of salaries.

The pay date of ex Cape Education Department employees will be as follows as from 1 April 1995:

Salary group 1

Pay date: The 15th day of the month
If the 15th falls on a weekend, the pay date will be the following Monday

Personnel concerned: All CS educators at head office
All permanently employed administrative employees
All permanently employed general assistants

Salary group 2

Pay date: Last day of the month

Personnel concerned: All personnel on probation
All lecturing staff at technical colleges
Temporary administrative employees at offices
Temporary general assistants at offices

Salary group 9

Pay date: Last working day of the month; last day of school term

Personnel concerned: All permanent and temporary CS educators and lecturers at schools and colleges of education
All temporary general assistants and temporary administrative personnel

Although the changes in the pay date will be done programmatically, errors might occur. Please inform the Department immediately if any of your staff members are paid on the wrong day.



ACTING EXECUTIVE DIRECTOR: EDUCATION

EX220405