

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

Navrae
Enquiries
iMibuzo

M.J. FRANKEN

Verwysing
Reference
Ubhekiso

7/4/B

Telefoon
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iMfonomfono

403-6130

TO:

ALL CHIEF DIRECTORS,
DIRECTORS, AREA AND
CIRCUIT MANAGERS,
HEADS OF ALL EDUCATIONAL
INSTITUTIONS 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.



⤵ - HEAD: EDUCATION

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

