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Circular: 0001/2024
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors, Deputy-Directors, Chief Education Specialists, Circuit Managers, Line Managers and Principals

Short summary: *Guidelines on the timeous submission of exit documents, consequences of late submission of documents and the Government Employees Pension Fund (GEPF) forms which must be utilised upon exit.*

Subject: Adherence to prescribed timeframes for the notification of exit from service, consequences of late submission and GEPF forms applicable upon exit

1. The Western Cape Education Department (WCED) wishes to bring the prescribed timeframes attached to the various types of exits to your attention:
 - 1.1 **Compulsory retirement (educators and public service staff)**
This type of exit (65-year olds) is identified by the employer and an employee should receive notice of retirement between three and six months prior to exit;
 - 1.2 **Voluntary retirement (educators and public service staff)**
This type of exit is initiated by an employee between the ages of 60 and 64 years old, at least 90 days (three months) prior to retirement;
 - 1.3 **Early retirement with reduction of pension benefits (educators and public service staff)**
This type of exit is initiated by an employee between the ages of 50 and 59 years old (educators **only** with 10 or more years pensionable service) and public service staff between the ages of 55 and 59 years old, at least 90 days (three months) prior to retirement;
 - 1.4 **Resignation (permanent educators)**
This type of exit is initiated by an employee at any age except at 65 years old, at least 90 days (three months) prior to resignation; and

1.5 Resignation (permanent public service staff)

This type of exit is initiated by an employee at any age except 65 years old prior to resignation. Please note the following:

- 1.5.1 An employee employed for one year or more shall give four weeks' notice;
 - 1.5.2 An employee employed for more than six months but less than 12 months shall give two weeks' notice; and
 - 1.5.3 An employee employed for six months or less shall give one week's notice.
2. All exiting employees (except compulsory retirees) are encouraged to complete an exit management questionnaire upon exit and it is available by clicking on the following link: <https://forms.office.com/r/7ngM2G2pKS>. The purpose of the exit management questionnaire is to determine why employees leave the public service and what possible measures the WCED can implement to retain skilled and competent employees.
 3. All exiting employees are requested to adhere to the timeframes as stipulated above to ensure that there are no delays in the processing of their exits, as the WCED also has internal processes to adhere to prior to submission to the Government Pension Administration Agency (GPAA).
 4. All exiting employees should note that upon receipt of a fully and correctly completed set of original exit documents, the WCED has 30 workdays after the date of exiting of employees to submit their exit documents to the GPAA, who in turn has between 30 and 90 days to ensure that pension benefits are paid.
 5. All exit forms are available on the GEPF website: <https://www.gepf.co.za>, under the heading "Forms", and exiting employees are encouraged to ensure that they complete the correct pension forms required for the type of exit they have chosen.
 6. All exiting employees should ensure that their pension forms are completed correctly with a black ballpoint pen and that no correction fluid or erasers are used on the forms; this could delay the processing of pension forms and could result in unnecessary delays of the payment of pension benefits.
 7. All exiting employees must ensure that all GEPF pension forms which require certification are stamped and signed by a Commissioner of Oaths and **not** have a certification stamp certifying it as "a true copy of the original".
 8. All exiting employees must ensure that all personal documents originally certified such as identity documents, marriage certificates, divorce decrees, etc., should be high quality copies to ensure that when uploaded to the GPAA it can still be clearly seen and possibly scanned.

9. All exiting employees must ensure that all GEPF pension forms and personal documents originally certified are **not** older than six months to prevent the delay of pension benefits.
10. Failure to submit a fully and correctly completed set of original exit documents could result in the delay of the processing and payment of pension benefits.
11. The contents of this circular should be brought to the attention of all relevant employees.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2023-12-22