



**PROCEDURE: Termination of staff**

Document Number	OPP0102		
Inception Date	25 July 2018		
Procedure Owner	Human Resource Manager		
<b>Review Register</b>		<b>Date</b>	<b>Signature</b>
Approved by QMS Sub-committee	QMS Chairperson	25/07/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	25/07/2018	Name: Benjamin Anderson Signature:
Revision Frequency	Annually		
Review Date	June 2019		
Review History			

**Related documents**

<p><b>Da Vinci internal</b> (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> <li>• Policy: Human Resource</li> <li>• Employment Contract</li> </ul>	<p><b>Other/External</b> (e.g. Legislation and guidelines)</p> <ul style="list-style-type: none"> <li>• Constitution of the Republic of South Africa: 1996</li> <li>• Basic Conditions of Employment Act. No 75 of 1997</li> <li>• Labour Relations Act. No 66 of 1995</li> <li>• Employment Equity Act. No 55 of 1998</li> <li>• Skills Development Act. No 97 of 1998</li> <li>• Skill Development Levies Act &amp; Regulations. No 9 of 1999</li> <li>• Higher Education Act 101 of 1997</li> <li>• Department of Education regulations</li> <li>• Companies Act No 71 of 2008</li> <li>• Protection of Personal information Act, 2013</li> <li>• Occupational Health And Safety Act 85 of 1993</li> <li>• Electronic Communications And Transaction Act 25 of 2002</li> <li>• Unemployment Contributions Act 9 of 1999</li> <li>• Promotion of Access to Information Act 2 of 2000</li> <li>• Academy of Science Of South Africa Act 67 of 2001</li> </ul>
---	--

	<ul style="list-style-type: none"> <li>• Adult Education And Training Act 52 of 2000</li> <li>• National Advisory Council On Innovation Act 55 of 1997</li> <li>• National Education Policy Act 27 of 1996</li> <li>• National Qualifications Framework Act 67 of 2008</li> <li>• Technology Innovation Act 26 of 2008</li> <li>• Academy Of Science Act 67 of 2001</li> <li>• National Advisory Council On Innovation Act 55 of 1997</li> <li>• Protected Disclosures Act 26 of 2000</li> <li>• National Qualifications Framework Act 67 of 2008</li> <li>• Tobacco Products Control Act 83 of 1993</li> </ul>
<b>Website address of this document:</b>	<b><a href="http://www.davinci.ac.za">www.davinci.ac.za</a></b>

## Procedure Description

This process will be followed should a staff member resign or retire.

Step	Description	Notes
1	Should a staff member resign, a signed resignation letter needs to be handed to the appropriate Line Manager or the Human Resource Manager	
2	In the case of retirement the staff member will be notified 6 months before turning 60 of their possible retirement.	Retirement will take place in the December of the year they turn 60
3	Human Resource Manager will monitor the notice period according to the individual staff members contract	
4	Human Resource Manager to send the relevant information to the Finance Department to remove staff member from payroll and conclude any final payments by the last day of their last month of employment	
5	Human Resource Manager will do an exit interview with the staff member and where necessary share recommendations with appropriate Line Manager	
6	Human Resource Manager in consultation with the events department will arrange a gift and farewell	

## Stakeholders

#	Stakeholder
1	Human Resource Manager
2	Dean:Teaching and Learning
3	Dean: Design
4	Dean: Research
5	Registrar
6	Executive: Business Development
7	Executive: Secretariat

## Version Control

<b>Procedure Owner</b>	<b>Version #</b>	<b>Date</b>	<b>Reason</b>
Human Resource Manager	001	25 July 2018	

