



---

**POLICY ON SALARY PAYMENTS DATES**



---

## TITLE AND COPYRIGHT

Title	<b>POLICY ON SALARY PAYMENTS DATES</b>
Approval Date	27 November 2009
Author	Mrs. F. Gandiya
Copyright	© University of Venda. All rights reserved. Information in this document is subject to change. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of the University of Venda

## DOCUMENT CONTROL DETAILS

Master document	Documentation Control Centre
Electronic Version	<a href="http://www.univen.ac.za/intranet/hr/documentation/docs">www.univen.ac.za/intranet/hr/documentation/docs</a>
Version	3.00
Reference	<b>POL/FIN22/2009 Rev 1</b>

TABLE OF CONTENTS

Title and Copyright	2
Document Control Details	2
Table of Contents	3
1. Purpose	4
2. Definition	4
3. Rules	4
4. Procedure	4
5. Forms	4
6. Related Policies and Documentations	4
7. Regulatory Framework	4
8. Review Date	4
9. Record of Changes	5
10. Approval	5



## 1. PURPOSE

The purpose of this policy is to ensure that all employees are paid on time.

1.1 Salaries will be paid on the 27<sup>th</sup> of the month. Part Time staff salaries will be paid on the 15<sup>th</sup> of the month.

1.2 Salaries for the month of December will be paid on the closing day of the University.

## 2. DEFINITION

2.1 Weekend: Saturday & Sunday

Public Holidays: National Public Holidays

## 3. RULES

3.1 If the 27<sup>th</sup> is a Saturday or a Sunday, salaries will be paid on the preceding Friday.

3.2 If the 27<sup>th</sup> is a public holiday, salaries will be paid on the preceding working day.

3.3 If the closest working day to a Saturday or Sunday is a public holiday, salaries will be paid on the preceding closest working day.

## 4. PROCEDURE

None

## 5. FORMS

None

## 6. RELATED POLICIES AND DOCUMENTATIONS

Policy on Salary advances

## 7. REGULATORY FRAMEWORK

GAAP

King III report on Corporate Governance

Higher Education Act (Act 107 of 1997)

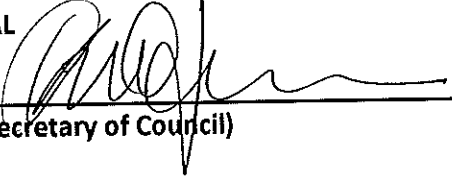
## 8. REVIEW DATE

This policy will be reviewed after three years or as and when the need arises.

**9 RECORD OF CHANGES**

REVISION	DATE	AUTHOR(S)	DESCRIPTION

**10 APPROVAL**

  
\_\_\_\_\_  
Registrar (Secretary of Council)