

UNIVERSITY OF VENDA

POLICY ON PAYMENT OF 13TH CHEQUE

TITLE AND COPYRIGHT

Title Policy on Payment of 13th Cheque
Date 27 November 2009
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Master document Documentation Control Centre
Electronic Version www.univen.ac.za/intranet/hr/documentation/docs
Version 1.00
Reference UNIVEN HR 0911/11

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1. DEFINITIONS AND APPLICATION

The University of Venda pays its employees a 13th cheque equal to a month's salary during November each year on a pro-rata basis. This policy therefore provides the guidelines for payment of the 13th cheque. The institution reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

1.1 DEFINITIONS

1.1.1 "13th Cheque" means the 13th cheque payable by the University to all permanent, employees appointed on fixed term contract and donor funded projects if there is agreement that they should be paid the 13th cheque.

1.2 APPLICATION

This policy applies to all members of staff appointed on permanent or fixed term contract. This policy makes provision for the payment of the 13th cheque to all members of staff and those appointed on donor funded projects provided there is an agreement that donor funded staff should be paid the 13th cheque.

2. PURPOSE

The purpose of this policy is to provide the guidelines for the payment of the 13th cheque.

3. POLICY STATEMENT

The University of Venda undertakes to pay its employees appointed on permanent and fixed term contract the 13th cheque. Employees appointed on donor funded projects will be paid the 13th cheque on condition that the donor has agreed that the staff members must be paid the 13th cheque.

4. POLICY GUIDELINES

- 4.1 The University shall pay its permanent employees the 13th cheque at the end of November each year. The 13th cheque shall be equal to the amount paid for ordinary monthly salaries.
- 4.2 The 13th cheque shall be paid on a pro-rata basis depending on the number of months that the employee has worked from the date of assumption of duty in a given year.
- 4.3 A pro-rata 13th cheque will be paid to members of staff whose services are terminated due to retirement or death. Members of staff who resigns or are dismissed shall not be paid the portion of prorated 13th cheque before end of November.

5. RELATED POLICIES AND DOCUMENTATIONS

- 5.1 Policy on Termination of Service
- 5.2 Policy on Payment of Salary
- 5.3 Policy on Resignation



6. REGULATORY FRAMEWORK

- 6.1 Income Tax Act
- 6.2 Higher Education Act

7. REVIEW DATE

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

8. RECORD OF CHANGES

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
27 November 2009	Mr T J Manenzhe	27 November 2012
 <p>Date stamp and signature by the Secretary of Council</p> 		

9. LIST OF ABBREVIATIONS AND ACRONYMS

- HR.....Human Resources
 WWW.....World Wide Web
 UNIVEN.....University of Venda



01 December 2009

 Vice Chancellor & Principal

 Date

