



## **POLICY ON RESIGNATION NOTICE**

**TITLE AND COPYRIGHT**

Title Policy on Resignation Notice  
Date 27 November 2009  
Author Mr T J Manenzhe  
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## **1. DEFINITIONS AND APPLICATION**

Staff members who tender their resignations are required to serve a notice period in line with their conditions of services stipulated in their letters of appointment. This policy therefore provides the guidelines that must be followed when a member of staff wishes to resign from the services of the University. 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 “Notice period” means the period that a staff member is required to serve the University before he/she is released from the services of the University.

### **1.2 APPLICATION**

This policy applies to all members of staff appointed on permanent, fixed term contract, donor funded post, Part Time and temporary staff.

## **2. PURPOSE**

The purpose of this policy is to provide the guidelines for administering the release of staff after serving the required notice period.

## **3. POLICY STATEMENT**

The University requires members of staff who resign from the services of the University to serve a notice period stipulated in the conditions of service to enable the University to recruit a suitable replacement.

## **4. POLICY GUIDELINES**

- 4.1 A member of staff who intends to resign from the services of the University must submit in writing to the Director Human Resources notifying him/her of his/her resignation.
- 4.2 Upon receipt of the notice of termination of service in terms of the staff members conditions of service, the Director Human Resources must acknowledge receipt

of resignation and forward the exit interview form, clearance form and withdrawal form for completion by the member of staff.

- 4.3 The staff member will be required to complete the exit interview, clearance and withdrawal form and submit same to the Director Human Resources for further processing of his/her terminal benefits.

## **5. RELATED POLICIES AND DOCUMENTATIONS**

- 5.1 Policy on Indebtedness
- 5.2 Policy on Leave
- 5.3 Policy on Remuneration
- 5.4 Policy on Salary advances

## **6. REGULATORY FRAMEWORK**

- 6.1 Basic Conditions of Employment Act
- 6.2 Labour Relations Act

## **7. REVIEW DATE**

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

**9. RECORD OF CHANGES**

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
27 November 2009	Mr T J Manenzhe	27 November 2012
<div data-bbox="225 544 472 730" data-label="Image"> </div> <p data-bbox="188 779 769 853">Date stamp and signature by the Secretary of Council</p> <div data-bbox="188 927 440 1055" data-label="Text"> </div>		

**10. LIST OF ABBREVIATIONS AND ACRONYMS**

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

01 December 2009

\_\_\_\_\_  
 Vice Chancellor & Principal

\_\_\_\_\_  
 Date