



UNIVERSITY OF VENDA

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**POLICY ON TERMINATION OF  
EMPLOYMENT**

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**TITLE AND COPYRIGHT**

Title Policy on Termination of Employment  
Date 27 November 2009  
Author Mr T J Manenzhe  
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## **1. DEFINITIONS AND APPLICATION**

The University handles applications for termination of services due to resignation, dismissal, disability, death and retirement as and when they arise. The institution therefore 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 “Termination of service” means termination of service due to resignation, disability, death or retirement.

1.1.2 “Notice period” means the notice period that a staff member is required to serve before termination of his/her service with the University as stipulated in his conditions of service.

### **1.2 APPLICATION**

This policy applies to all employees appointed on permanent and fixed term contract, donor funded projects, part time and temporary staff.

## **2. PURPOSE**

The purpose of this policy is to provide guidelines for termination through voluntary resignation, disability, death or dismissal on account of misconduct or poor performance.

## **3. POLICY STATEMENT**

The University of Venda acknowledges that there will be a need to manage staff turnover due to resignation, ill health and dismissal on account of misconduct and poor performance.

#### **4. POLICY GUIDELINES**

- 4.1 A member who wishes to terminate his/her services shall submit his/her application in writing and shall be requested to serve the notice period in terms of his/her conditions of service.
- 4.2 A staff member who wishes to terminate his/her services at short notice shall apply in writing to the Vice Chancellor and Principal for approval (Delegation of Authority).
- 4.3 Termination of service due to operational requirements will be dealt with in terms of the provisions of the Labour Relations Act.
- 4.4 Upon termination of employment for whatever reasons, the University reserves the right to deduct any amounts an employee owes to the University or any amounts dispensed by the University on behalf of the staff member including, but not limited to, any monies in respect of salary, bonus, outstanding leave pay, etc).
- 4.5 Upon termination of service for whatever reason, the employee is required to complete and forward the exit form which must finally be signed by the Director of Human Resources and the Director of Finance before the salary is released or paid.

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

- 5.1 Policy on Resignation
- 5.2 Policy on Mutual Termination (Agreement)
- 5.3 Policy on Impossibility of performance
- 5.4 Policy on Insolvency
- 5.5 Policy on Indebtedness
- 5.6 Policy on Retirement
- 5.7 Policy on Disability


**6. REGULATORY FRAMEWORK**

6.1 The Labour Relations 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
<div data-bbox="224 800 467 982" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     UNIVERSITY OF VENDA                      UNIVERSITY REGISTRAR                      01 DEC 2009                      PRIVATE BAG X5050,                      THOHOYANDOU, 0950                 </div> <p data-bbox="186 1039 763 1108">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

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Vice Chancellor & Principal

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Date