



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF EDUCATION

Ref. No.: S4/3/P

Enq.: B C Zitha

Tel. No.: (015) 284 6572

**TO : DISTRICT DIRECTORS  
CIRCUIT MANAGERS  
PRINCIPALS OF SCHOOLS**

### DEPARTMENTAL CIRCULAR NO. 313 OF 2025

**SUBJECT: COMMUNICATION OF NOTICES OF TERMINATION OF CONTRACTS OF EMPLOYMENT AND OTHER HUMAN RESOURCE RELATED MATTERS**

#### 1. PURPOSE

To provide dedicated communication details for sending notices of termination of contracts of employment or any other HR related matter.

#### 2. BACKGROUND

- 2.1. The Departmental Circular No. 201 of 2025 titled, "Directives and Internal Control measures in respect of termination of contracts of employment" dated 30 July 2025.
- 2.2. Despite the issuance of the above Circular, the Department is still receiving termination notices and other HR information like leave from schools outside the prescribed timelines which results in overpayments payments.

#### 3. INSTRUCTION/NOTIFICATION

- 3.1. The Department is directing that School Principals and Circuit Managers to send notices of termination of contracts of employment and other HR related matters to the following contact details within the prescribed timelines to curb late reporting and overpayments:

Name of District	HR e - mail address	Contact Details
Capricorn North	<a href="mailto:CapNorthHR@edu.limpopo.gov.za">CapNorthHR@edu.limpopo.gov.za</a>	082 647 2268
Capricorn South	<a href="mailto:CapSouthHR@edu.limpopo.gov.za">CapSouthHR@edu.limpopo.gov.za</a>	082 906 3848
Mogalakwena	<a href="mailto:MogHR@edu.limpopo.gov.za">MogHR@edu.limpopo.gov.za</a>	072 623 6644

Mopani East	<a href="mailto:MopEastHR@edu.limpopo.gov.za">MopEastHR@edu.limpopo.gov.za</a>	079 693 0085
Mopani West	<a href="mailto:MopWestHR@edu.limpopo.gov.za">MopWestHR@edu.limpopo.gov.za</a>	082 881 6102
Sekhukhune East	<a href="mailto:SekhEastHR@edu.limpopo.gov.za">SekhEastHR@edu.limpopo.gov.za</a>	082 714 3699
Sekhukhune South	<a href="mailto:SekhSouthHR@edu.limpopo.gov.za">SekhSouthHR@edu.limpopo.gov.za</a>	082 906 3905
Vhembe East	<a href="mailto:VbeEastHR@edu.limpopo.gov.za">VbeEastHR@edu.limpopo.gov.za</a>	066 044 2157
Vhembe West	<a href="mailto:VbeWestHR@edu.limpopo.gov.za">VbeWestHR@edu.limpopo.gov.za</a>	082 321 1554
Waterberg	<a href="mailto:WbgHR@edu.limpopo.gov.za">WbgHR@edu.limpopo.gov.za</a>	079 495 5898

3.2. Kindly bring the contents of this circular to the attention of all employees under your supervision and control.

Your co-operation is always appreciated.

  
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**MR M V SESHIBE**  
**HEAD OF DEPARTMENT**

15/12/2025  
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**DATE**



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REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF EDUCATION

Ref No. S4/3/P

Enq: Zitha B C

Tel No.: (015) 284 6572

To all: Deputy Directors General  
Chief Directors  
Directors  
District Directors  
Circuit Managers  
Principals of Public schools

DEPARTMENTAL CIRCULAR NO. 201 OF 2025

### **DIRECTIVES AND INTERNAL CONTROL MEASURES IN RESPECT OF TERMINATION OF CONTRACTS OF EMPLOYMENT**

#### **1. INTRODUCTION**

- 1.1 The Department has noted the continued payment of salaries to employees who should have been terminated, which lead to repeated audit findings by Internal Audit and the Auditor General of South Africa.
- 1.2 This action causes a loss of financial resources to the Department as these payments often become unrecoverable
- 1.3 The following directives serve to prescribe control measures to curb this irregular and fruitless expenditure and the mismanagement associated with it.
- 1.4 Failure to comply with these directives may constitute misconduct on the part of responsible officials

#### **2. PURPOSE**

- 2.1 To prescribe internal control measures in respect of termination of contracts of employment in relation to the following categories:
  - 2.1.1 Death;
  - 2.1.2 Resignations;
  - 2.1.3 Retirements;
  - 2.1.4 Ill-health retirement and injury on duty;
  - 2.1.5 Abscondments; and
  - 2.1.6 Transfers
- 2.2 To prescribe internal control measures in respect of recovery of debts and liabilities at the time of termination.

- 2.3 To prescribe internal control measures for return and/or recovery of departmental assets allocated to employees whose services /contracts are due to be terminated.
- 2.4 Further that, if strictly implemented, these internal control measures should improve management effectiveness and efficiency as follows:
- 2.4.1 Streamline processes and procedures in relation to termination of contracts of employment;
  - 2.4.2 Ensure that there are inter-unit linkages in dealing with termination of contracts of employment; and,
  - 2.4.3 Ensure that the Department improves on issues identified by the Auditor General as lapses in control measures which result in irregular expenditure.

### **3 GENERALLY APPLICABLE CONTROLS**

- 3.1 It is the responsibility of the supervisor and/or the principal of a school to communicate the termination of contracts for an employee stationed within the institution/business unit for which they are responsible.
- 3.2 School principals, Circuit Managers, District Officials and supervisors shall conduct and record an exit interview with the employee who exit the public service and forward such documents through the normal line function.
- 3.3 Supervisors/principals are advised to report to Human Resources continued appearance on their payroll of name(s) of employee(s) who have left the system or supposed to have left the system.
- 3.4 The Human Resource must circulate the Liability/ Debt Route Form to all relevant Business units; including finance, to ascertain whether the affected employee has any liability/debts that should be recovered.
- 3.5 The relevant business units are obliged to disclose any liability that the affected employee may be having. The responsible officials in the relevant business units or supervisor of the employee must certify/ sign-off and submit the Liability/ Debt Route form back to Human Resource.
- 3.6 The finance unit has to determine and deduct/recover all liabilities of the terminated employee before effecting the payment of capped and /or unused leave days. In case there are no capped and/or leave days or there are insufficient leave days, the affected employee shall be notified of the outstanding debt. The outstanding debt must be recovered from the employee's pension.
- 3.7 Finance unit must inform Human Resource of any overpayment/debt that might have Arisen due to late termination and/or outstanding debt; whichever is applicable. Finance must certify/sign- off and submit the Liability/ Debt Route Form to Human Resource within 5 days of the determination of the outstanding debt for it to be claimed from the pension benefits.

3.8 The leave gratuity payment will be forwarded to the Finance unit after the employee's last day of duty. If there are any tax debt that arise from tax recalculation then the debt will be recovered from the leave gratuity.

3.9 Finance unit must clear the debt created upon receipt of the claim from Government Employees Pension Fund (GEPF).

3.10 In case of inevitable late termination, Human Resource should advise the PERSAL system to reverse the salary automatically. It should be noted that this will however not reverse the payment made but it will only reverse the transaction. Finance unit should be notified of the reverse payments. (Refer to the extract of the PERSAL manual attached).

3.11 The transaction reversed will then be posted into salary reversal control account on BAS via interface.

3.12 Finance unit must then create a debt against the affected employee in order to clear the suspense account.

3.13 The relevant system codes and extract of PERSAL manual related to the termination process are attached for ease of reference (**Annexure A**).

#### **4. Termination of contracts/service of employment due to:**

##### **4.1 DEATH**

4.1.1 An employee whose contract is terminated due to death should be terminated on PERSAL within five (5) working days from the time of the notification of death;

4.1.2 The acceptable notification for this termination is a death certificate;

4.1.3 If a death certificate cannot be provided within five (5) working days the salary of the deceased employee shall be frozen for a period not exceeding thirty (30) days. All efforts should be made to obtain the death certificate of the deceased employee in order for the termination to be concluded on PERSAL.

4.1.4 In case there are no capped and/or unused or insufficient leave days to cover the liability/debt of the deceased employee, the responsible departmental official attached to the Directorate: Financial Administration and Accounting has to determine and recover all liabilities from the terminated employee's estate by means of a claim handed to the Master of the High Court.

##### **4.2 RESIGNATION**

4.2.1 Supervisors and/or school principals are reminded that the Employment of Educators Act, 1998 section 15(1) determines that an educator may resign by giving ninety (90) days' notice in writing or such shorter notice as the employer may approve at the request of the educator.

4.2.2 Employees appointed in terms of the Public Service Act, 1994: Regulation 69(1), prescribes the notice period for employees as follows:

(a) One year or more service: At least four (4) weeks' notice;

(b) More than six (6) months but not more than a year service: At least two (2) weeks' notice;

(c) Six (6) months or less service: At least one (1) weeks' notice.

4.2.3 It is the responsibility of the supervisor and /or school principals to communicate the resignation of an employee stationed within the institution/business unit for which they are responsible within five (5) working days of receipt thereof.

4.2.4 School principals, Circuit Managers, District Officials and supervisors shall conduct and record an exit interview with the employee who has resigned and forward such documents through the normal line function.

4.2.5 The resigned employee should be terminated on PERSAL within ten (10) working days after receipt of the notice of resignation.

4.2.6 A salary of an employee who resigns with immediate effect should be frozen on notification while the termination is processed in terms of paragraph 4.2.5 above.

4.2.7 Withdrawal of resignation shall be expeditiously referred to the Head of Department for consideration and decision. It must be noted that this function is not delegated.

4.2.8 A resignation of an employee who resigns while undergoing a disciplinary process or during a pending disciplinary process should be referred to Labour Relations unit; at the District or Head Office, for handling before termination is effected.

4.2.9 In case paragraph 4.2.8 above is applicable, the Human Resource will freeze the salary while Labour Relations is completing its part of the process.

### **4.3 RETIREMENTS**

#### **4.3.1 NORMAL RETIREMENT**

4.3.1.1 The Employment of Educators Act, 1998 (EEA) determines that an educator has the right to retire at the age of 65 years but from the age of 60 years may retire without any penalties applied to such educator's pension benefits;

4.3.1.2 Employees employed in terms of the Public Service Act, 1994 section 16(2) (b) are obliged to notify the employer at least three (3) calendar months before the attainment of the retirement age;

4.3.1.3 An employee referred to in paragraphs 4.3.1.1 and 4.3.1.2 is required to serve a three (3) months' notice period. During this period the employee is required to submit all the mandatory documents as advised by the relevant Human Resource (HR) section.

#### **4.3.2 EARLY RETIREMENT**

4.3.2.1 The Employment of Educators Act, 1998 (EEA) allows an educator to retire from the age of 50 years provided certain conditions are met:

##### **(a) 50 to 55 years**

There must be compelling reason and motivation for this request and it must meet the conditions stated below:

- (i) The educator should have been in employment immediately before 01 May 1996;
- (ii) Has completed a period of ten (10) years continuous pensionable service; and
- (iii) The retirement should be to the advantage of the State.

##### **(b) 55 to 59 years**

An educator has a right to retire after attaining the age of 55 years.

- (i) An employee shall apply for the approval of the retirement as referred to in paragraphs 4.3.2.1 (a) and (b). Such approval will be granted on the basis of three (3) calendar months' notice determined by the employer.
- (ii) Any approval of retirement before an employee has reached the age of 60 years will be with penalties to the employee's pension contribution and benefits.
- (iii) During this period the employee is required to submit all the mandatory documents as advised by the relevant Human Resource (HR) section.

4.3.2.2 Employees employed in terms of the Public service Act, 1994 section 16(6) (a) may be allowed to retire before reaching the age of 60 years if a sufficient reason exist for such retirement. Such approval may be granted on the basis of one (1) calendar months' notice.

#### **4.3.3 ILL-HEALTH RETIREMENT (PILIR)**

4.3.3.1 The Employment of Educators Act, 1998, section II (I) (a) makes provision for an educator to be discharged due to continuous ill-health, provided such application is recommended by the Health Risk Manager.

4.3.3.2 The Public Service Act, 1994 section 17(2) (b) makes provision for an employer to dismiss an employee on account of incapacity due to ill-health or injury, provided that the application is assessed and recommended by the Health Risk Manager.

4.3.3.3 All applications for ill-health retirement shall be recommended by the Health Risk Manager and approved by the Head of Department.

#### **4.3.4 TERMINATION DUE TO ILL-HEALTH OR INJURY**

4.3.4.1 The Employment of Educators Act, 1998, Schedule 1, section 3 (1) makes provision for an educator to be discharged due continuous ill-health if the supervisor/school principal is of the view that an educator is not performing in accordance with the post requirements that the educator has been employed to perform, as a result of poor health or injury, the supervisor/school principal must investigate the extent of the ill-health or injury.

4.3.4.2 The procedures to follow is summarised in the policy document "incapacity Code and Procedure in respect of ill-health or injury in terms of Schedule 1 of the Employment of Educators Act" approved on 19 June 2013.

#### **4.4 ABSCONDMENT/ TERMINATION OF CONTRACT THROUGH OPERATION OF THE LAW**

4.4.1 The Employment of Educators Act, 1998, section 14 determines that:

- (1) an educator appointed in a permanent capacity who –
  - (a) is absent from work for a period exceeding fourteen (14) consecutive days without permission of the employer;
  - (b) while the educator is absent from work without permission of the employer assumes employment in another position; or
  - (c) while suspended from duty, resigns or without permission of employer assumes employment in another position; or
  - (d) while disciplinary steps taken against the educator have yet been disposed of, resigns or without permission of the employer assumes employment in another position,

The employee shall, unless the employer directs otherwise, be deemed to have been discharged from service on account of misconduct, in the circumstances where –

- (i) Paragraph (a) or (b) is applicable, with effect from the day following immediately after the last day on which the educator was present at work; or
- (ii) Paragraph (c) or (d) is applicable, with effect from the day on which the educator resigns or assumes employment in another position, as the case may be.

4.4.2 The Public Service Act, 1994 section 16 and 17 makes provision for an employee to be deemed dismissed after absence without permission for a period of one (1) calendar month.

4.4.3 Labour Relations unit shall provide the Human Resource with a letter clearly indicating the date of abscondment.

- (a) The first notification will be for the salary to be frozen once submission is made to the Head of Department for confirmation of abscondment.
- (b) The second notification will be for the termination of the employee after the Head of department would have confirmed the abscondment. The letter signed by the Head of Department shall be the authority in this regard.

#### **4.5 TRANSFERS**

Any employee of a department may be transferred—

- (a) Within the department (district, circuit, school), by the executive authority;
- (b) To another department by the executive authorities of the two (2) relevant department.

##### **4.5. 1 Employee transferred within the department-**

- (a) The employee will be required to apply for transfer to a post in an institution in another district, or circuit, or school by completing the prescribed application form.
- (c) The applicant will not be allowed to vacate his/her post until approval is granted by the receiving institution and a letter of release issued by the relevant district.
- (d) The Human Resource section of the transferring body/district must complete the transfer of the application from the payroll of the releasing institution and ensure that the receiving body/district complete the acceptance by capturing the transferred applicant on the payroll of the receiving institution within a month after the transfer took place.

#### 4.5.2 Employee transferred to another department/province

- (a) An employee will be required to apply for a transfer to a post in an institution in another department/ province by completing the prescribed form.
- (b) The applicant shall not be allowed to vacate his/her post until approval is granted by the receiving institution and a letter of release issued by the relevant department/province.
- (c) The Human Resource section of the transferring department/province must terminate the released employee with effect from the last date of the month on which the employee is released.

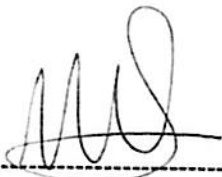
#### 5. COMMUNICATION WITH THE EMPLOYER

Information may be communicated to the employer by means of letters, WhatsApp's and emails. The contact details of HR employees where the information must be sent are as follows:

Postal address	Physical address	Name of official	Contact number
<b>The Head of Department</b> Department of Education Private Bag X9489 <b>Polokwane</b> 0700	Cnr Excelsior & 113 Biccard Street <b>Polokwane</b>	Mr B C Zitha	Tel: 015 284 6572 Cell: 082 075 8560
<b>The District Director</b> Waterberg District Private Bag X1040 <b>Modimolle</b> 0510	84 Limpopo Street NTK Building <b>Modimolle</b>	Ms K Songwane	Tel: 014 718 1500 Cell: 072 345 9745
<b>The District Director</b> Mogalakwena District Private Bag X601 <b>Mahwelereng</b> 0626	805 Rufus Seakamela Street <b>Mahwelereng</b>	Ms M O Sebyetseba	Tel: 015 483 7500 Cell: 072 623 6644
<b>The District Director</b> Capricorn North District Private Bag X9711 <b>Polokwane</b> 0700	Cnr Blaauwberg & Yster Street Ladanna <b>Polokwane</b>	Mr L Chipa	Tel: 015 285 7345 Cell: 082 647 2268
<b>The District Director</b> Capricorn South District Private Bag X03 <b>Chueniespoort</b> 0745	Old Parliament Complex <b>Lebowakgomo</b>	Ms M J Ntsoane	Tel: 015 633 2800 Cell: 082 906 3848
<b>The District Director</b> Vhembe East District Private Bag X2250 <b>Sibasa</b> 0970	Block D Old Parliament Building <b>Thohoyandou</b>	Ms A B Sivhabu	Tel: 015 962 5715 Cell: 066 044 2157

<b>The District Director</b> Vhembe West District Private Bag X2250 <b>Sibasa</b> 0970	Block D Old Parliament Building Thohoyandou	Mr S Tshikwatamba	Tel: 015 962 5715 Cell: 082 906 3778
<b>The District Director</b> Mopani East District Private Bag X578 <b>Giyani</b> 0826	Old Parliament Complex <b>Giyani</b>	Mr S N Sono	Tel: 015 812 2495 Cell: 079 693 0085
<b>The District Director</b> Mopani West District Private Bag X4032 <b>Tzaneen</b> 0850	27 Peace Street Prosperitas Building <b>Tzaneen</b>	Mr M W Raholane	Tel: 015 306 6800 Cell: 082 881 6102
<b>The District Director</b> Sekhukhune East District Private Bag X9041 <b>Burgersfort</b> 1150	83 Aloe Street Stand No. 2314 Ext 4 Aloeridge West <b>Burgersfort</b>	Mr M S Phasha	Tel: 013 231 0100 Cell: 082 714 3699
<b>The District Director</b> Sekhukhune South District Private Bag X70 <b>Lebowakgomo</b> 0737	Old Parliament Complex <b>Lebowakgomo</b>	Ms P Mageza	Tel: 015 633 2800 Cell: 082 906 3905

6. This circular shall come into from the date of signing by the Accounting Officer.
7. The contents of this Departmental circular should be brought to the attention of all employees under your supervision and control appointed in terms of the Public Service Act, 1994 (as amended) and the Employment of Educators, 1998 (as amended).
8. Your co-operation and understanding in this regard will be highly appreciated.



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**MR K M MASHABA**  
**ACTING HEAD OF DEPARTMENT**  
 /bcz20250711

30/07/2025  
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**DATE**