



HUMAN RESOURCE POLICY RESIGNATION

Policy No: NLMHRET004	Effective Date: 01 April 2008
Approved:	Review Date: 01 April 2009

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary, subject to Labour Law Dispensation or operational requirements.

1. SCOPE

Applies to all permanent employees of Ngwathe Local Municipality, as well as employees on a fixed term contract.

2. PREAMBLE

The Basic Conditions of Employment Act must be read in conjunction with this policy as this Act sets out the basic parameters pertaining to employees who wish to tender their resignation of service.

3. POLICY

Ngwathe requires that all employees who wish to tender their resignation comply with the requirements of the Basic Conditions of Employment Act in this regard.

4. STAKEHOLDER ANALYSIS

Role	Responsibility
Municipal Manager/ Director Corporate Services (subject to its delegations if any)	
Council	
Line Manager	
Human Resources	
Labour Representatives	

5. PROCEDURE

- 5.1 Unless otherwise provided for in the contract of employment, an employee with more than one year of service must give four week's written notice of their intention to resign.
- 5.2. Notice of termination of contract of employment must not be given during any period of leave to which the employee is entitled.
- 5.3. Employees who have less than one month's service are required to give 24 hours written notice of their intention to resign, and employees with less than one year's service are required to give two week's written notice.
- 5.4 A resignation on short notice is in effect a unilateral effort to change the employment contract. Ngwathe, in its discretion may or may not agree thereto. In the event that Ngwathe gives its consent, this should be on the conditions determined at the time by Human Resources, or any person delegated by them, put in writing and signed by the employee.
- 5.5. In the event that consent is not given to resignation on short notice then Ngwathe may require such employee to pay Ngwathe for the period not worked.
- 5.6. No form of leave, other than sick leave, may be taken during the notice period.

- 5.7. Any sick leave taken during notice periods, even if for one day, must be supported by a medical certificate, or such sick leave will be unpaid.
- 5.8. Human Resources shall grant all employees leaving the employment of Ngwathe an exit interview, on or before the effective date of termination of service.

TIME FRAMES

The following times frames should serve as a guideline for resignations:

ACTIVITY	RESPONSIBILITY	TIME
Resignation during first month of service	Employee	24 hours written notice
Resignation with less than one year's service	Employee	Two weeks written notice
Resignation with more than one year's service	Employee	Four week's written notice
Exit Interview to be conducted	Human Resources / Employee	Before final working day

6. AUTHORITY

Formulation Policy	:	Municipal Manager
Authorisation Policy	:	Council
Ownership and Maintenance Manager	:	Director Corporate Services