



Province of the
EASTERN CAPE
EDUCATION

SUPERINTENDENT GENERAL

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Enq: Mr Luthuli
Date: 03 August 2020

INTERNAL MEMORANDUM

TO : DEPUTY DIRECTORS GENERAL
DEXCO MEMBERS
CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
DEPUTY DIRECTORS: HRA & P
DEPUTY DIRECTORS-FINANCE
CIRCUIT MANAGERS
SCHOOL PRINCIPALS
ORGANISED LABOUR
SGB'S

FROM : SUPERINTENDED GENERAL

SUBJECT : LATE PAYMENTS OF EMPLOYEE BENEFITS AND EXIT BENEFITS

1. The Department is inundated with high volumes of queries associated with late payments of both Employee benefits (Salaries) and Exit benefits (Pensions and Leave Gratuities). This has greatly affected the livelihood of both our current employees and ex-employees.
2. In an attempt to address the impasse caused by non-payments, the Department directs School Principals, Circuit Managers and Deputy Directors Human Resource Administration & Planning in collaboration with their counterparts in Finance to speedily consolidate the attached template of all outstanding benefits to Employees. **THE LIST MUST BE ACCOMPANIED BY SUPPORTING DOCUMENTS FOR PROCESSING OF BENEFITS DUE. THIS INFORMATION MUST BE SUBMITTED AND PAYMENTS MUST PROCESSED BEFORE 7 AUGUST 2020.**
3. The Department would like to extend its deepest apologies to all affected current Employees and Ex-Employees for any inconvenience caused. This unfortunate event was further exacerbated by the National Lockdown due to COVID 19

LATE PAYMENTS OF EMPLOYEE BENEFITS AND EXIT BENEFITS

4. The Department has established a project team which is tasked with expediting the process of payments.
5. Should you require any clarities regarding the above, please do not hesitate to contact the office of the Director: Human Resource Administration by e-mail- qaphela.luthuli@ecdoe.gov.za

Yours in quality education



MR TS KOJANA
SUPERINTENDENT GENERAL-EASTERN CAPE EDUCATION
DATE: 03 AUGUST 2020

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