



**EXIT MANAGEMENT POLICY**  
**UTHUKELA ECONOMIC DEVELOPMENT AGENCY**  
**2026/2027 FINANCIAL YEAR**

<b>POLICY TITLE</b>	<b>EXIT MANAGEMENT POLICY</b>
<b>IMPLEMENTATION DATE</b>	<b>01 JULY 2026</b>
<b>DATE OF APPROVAL</b>	<b>29 MAY 2026</b>
<b>REVIEW DATE</b>	<b>14 OCTOBER 2025</b>

## TABLE OF CONTENTS

1. DEFINITIONS.....	3
2. PURPOSE.....	3
3. OBJECTIVE .....	4
4. LEGAL FRAMEWORK.....	4
5. SCOPE OF THE POLICY .....	5
5.1. RESIGNATION NOTIFICATION.....	5
5.2. HR MANAGEMENT .....	5
5.3. RESIGNATION CLEARANCE FORMS .....	5
5.4. NOTIFICATION TO FINANCE.....	6
5.5. NOTIFICATION TO INFORMATION TECHNOLOGY .....	6
5.6. NETWORK AND HARD DRIVE FILES.....	6
5.7. SECURITY AND ACCESS .....	7
5.8. OFFICIAL VEHICLE .....	7
5.9. NOTIFICATION TO SUPERVISOR.....	7
5.10. RECONCILE LEAVE REGISTER.....	8
5.11. DELEGATIONS SIGNATURE AUTHORISATIONS .....	8
5.12. OTHER DEPARTMENTAL RESOURCES .....	8
5.13. OFFICE AND HOME OFFICE EQUIPMENT.....	8
5.14. FINAL SALARY CALCULATIONS.....	8
5.15. EXIT INTERVIEW.....	9
5.16. EXIT REPORT / INTERVIEW.....	9
5.17. ONGOING OBLIGATION .....	9
5.18. EMPLOYEE CLEARANCE CHECKLIST.....	10
6. APPROVED BY:.....	10

## 1. DEFINITIONS

**"Employees"** Individuals appointed according to the Municipal Systems Act of 2000, section 66 (1)

**"Dismissal"** The employer terminates the employment contract with or without notice.

**"Resignation"** The employee terminates the employment relationship by giving the employer a notice period of intention to resign as per Sec 37 of the basic Conditions of Employment Act.

**"Retirement"** Is the point where an employee stops employment completely where he/she reaches a retirement age.

**"Agency"** uThukela Economic Development Agency

**"HR"** Human Resources department

**"Exit Interviews"** means determiner employees reason for leaving through one on one or telephonic interviews or email using prescribe exit interview questionnaire.

**"Exit"** Means leaving the Agency by means of terminating employment contract and / or termination of service or discharge shall have corresponding meaning.

**"SALGBC"** South African Local Government Bargaining Council

## 2. PURPOSE

The policy ensures that all matters between the Agency and the employee are suitably finalized when the employee's employment comes to an end. These procedures are to be followed whenever employees cease employment with the Agency. Municipal Systems Act 32 of 2000.

The policy aims to achieve the following outcomes:

- All the relevant role players are informed of the procedures which follow the decision to terminate employment.
- HR management receives timely and complete advice which enables the efficient processing of the termination of employment and the accurate calculation of termination payments.
- Employees leaving the Agency have the opportunity to provide feedback on the nature and organisation of their work.

- Procedures are put in place to review this feedback and consider its implications for municipal policies and procedures.
- Access to municipal systems and resources is controlled more effectively; and
- Employees leaving the Agency are informed of and formally acknowledge their on-going obligations with regard to confidentiality and intellectual property rights.

### **3. OBJECTIVE**

The following apply to all situations where an employment contract between an employee and the Agency is ended and includes the termination of employment through resignation, retirement, the completion of contract employment, permanent transfer to another government agency, or dismissal.

- To enable improved management of municipal systems and resources.
- To enable the Agency to benefit from employee feedback.
- To improve the efficiency of the process of terminating employment.
- To ensure that all municipal equipment is returned and all financial obligations to the Agency have been paid.
- To ensure that all outstanding payments due to the employee are appropriately calculated.
- To ensure that the employee has delivered all outstanding deliverables assigned on the due dates.

### **4. LEGAL FRAMEWORK**

This policy and its application must be in accordance with the following legislative prescripts:

4.1 Labour Relations Act, 1995 (Act No. 66 of 1995) as amended.

4.2 Skills Development Act, 1998 (Act No. 97 of 1998) as amended.

4.3 Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) as amended.

4.4 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997) as amended.

4.5 Occupational Health and Safety Act, 1993 (Act No. 58 of 1993) as amended.

4.6 All relevant Collective Agreements made in the SALGBC.

## **5. SCOPE OF THE POLICY**

The following section provides elements required for a successful exit management process.

### **5.1. RESIGNATION NOTIFICATION**

Employees are required to provide timely and appropriate written advice of their intent to terminate employment with the Agency according to the conditions of employment specified in the acts, regulations and their employment contract.

Where a person's employment is to be terminated for any other reason, for example, death or dismissal, HR needs to be aware of the relevant implications for the effective management of these procedures.

### **5.2. HR MANAGEMENT**

All processes related to the termination of service should be managed by the HR department who should also be the custodians of relevant records on completion of the processes. HR should interact with all role players in the process and have a process in place to validate the information captured on the relevant forms by them.

### **5.3. RESIGNATION CLEARANCE FORMS**

Upon receiving a notification that an employee service will come to an end, HR should provide a clearance checklist to the employee. HR should develop and maintain the clearance form.

The clearance form should list the relevant tasks that must be completed, whose responsibility it is and a task signoff area against each task to capture the signature of the relevant official, indicating that the task has been completed. The form should indicate the responsibility of each party.

The employee must collect all the required signatures from the relevant officials indicating that there are no outstanding matters. The checklist also serves as a

notification to the relevant official that the employee's service is being terminated.

#### **5.4. NOTIFICATION TO FINANCE**

HR should notify the internal finance department of the termination of employment and obtain assurance that all outstanding claims have been processed. Information regarding any un-processed claims must be obtained and used during the final salary reconciliation.

#### **5.5. NOTIFICATION TO INFORMATION TECHNOLOGY**

HR should notify the head of the internal IT department of the termination of employment and obtain assurance that all IT equipment issued and assigned to the employee has been returned and that the municipal data are returned.

#### **5.6. NETWORK AND HARD DRIVE FILES**

The head of the IT department is to ensure that the employee's work and personal files are to be copied, moved and/or deleted as appropriate. Care needs to be taken so that any required business files and records are retained and remain accessible.

Files to check include:

- e-mail;
- shared, group and/or personal drives; and
- Hard drives.

Emails received and replied to should be forwarded automatically to the supervisor for the remainder of the employee tenure.

Employee Access Control to IT Infrastructure must be limited to read and view only and the right to delete must be removed.

A suitable final date for access to IT infrastructure should be determined on a case-by-case basis and agreed upon by the supervisor, head of IT and Head of HR.

#### **5.7. SECURITY AND ACCESS**

The following items must be returned upon receiving the notice of termination:

- Office, cabinet and/or safe keys.
- Laptop

#### **5.8. OFFICIAL VEHICLE**

The supervisor is required to ensure that all access to government vehicles is cancelled, paperwork is up to date, outstanding claims are lodged and reimbursements are made. For example, this includes the return of: all car keys and remotes

- Owner's manual
- Service log book
- Travelling log; etc.
- Approved Vehicle Inspection report.

#### **5.9. NOTIFICATION TO SUPERVISOR**

Upon the receipt of an employment-termination notification HR should inform the supervisor and head of the relevant departments accordingly. Control processes linked to the employee's responsibility must be reassigned.

The supervisor should make a recommendation on the actions required on any outstanding deliverables and or work in progress.

The supervisor is required to arrange for any departmental files held by the employee to be returned and filed appropriately. Any electronic files held by the employee that include business-critical information are to be copied and/or made accessible on the appropriate network(s).

#### **5.10. RECONCILE LEAVE REGISTER**

Upon receipt of the employee's resignation, HR should reconcile the outstanding leave records of the employee to determine the leave balance.

#### **5.11. DELEGATIONS SIGNATURE AUTHORISATIONS**

The employee's delegated authority must be terminated timeously and aligned with the specific instructions.

#### **5.12. OTHER DEPARTMENTAL RESOURCES**

The HR manager is responsible for arranging the return or appropriate reimbursement for any other departmental resources issued or loaned to the employee. For example:

- Manuals, curriculum, policy and procedural documents;
- Teaching materials,
- Computer hardware and software

#### **5.13. OFFICE AND HOME OFFICE EQUIPMENT**

The HR is required to arrange for all office and home office equipment to be returned. For example:

- mobile phone and/or pager;

#### **5.14. FINAL SALARY CALCULATIONS**

HR should calculate the final salary and should include the following items as part of the final calculation;

- Reconciliation of all third party deduction.
- Outstanding reimbursements.
- Final Income Tax deduction.

- Any deductions relating to lost equipment, assets assigned to the employee or other outstanding financial obligations the employee might have towards the Agency.

#### **5.15. EXIT INTERVIEW**

It is important to ensure that employees leaving the department have the opportunity to provide feedback on the nature and organisation of their work, either through a written Exit Report or a face-to-face Exit Interview, which must take place before the last day of employment and be performed by HR.

This will enable the Agency to have more effective control over resources and ensure that exiting employees are informed of and formally acknowledge their on-going obligations with regard to confidentiality and intellectual property rights.

Feedback received via either of these methods must be reviewed and considered about departmental policies and procedures.

#### **5.16. EXIT REPORT / INTERVIEW**

The HR Manager is to provide each employee who is leaving the Agency with the Employee Exit Report that will be discussed during the Exit interview.

**E**

Failure by the employee to participate and complete the Exit interview will result in the resignation not being approved or in the withholding of the employee's final salary.

Employee is required to take part in completing the report.

Any reports completed by employees are to be kept by HR to determine if further action requires escalation to the appropriate management level. The HR Manager will conduct the exit interview.

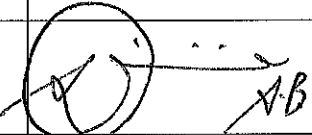
#### **5.17. ONGOING OBLIGATION**

Employees leaving the Agency are informed of and formally acknowledge their on-going obligations concerning confidentiality and intellectual property rights.

**5.18. EMPLOYEE CLEARANCE CHECKLIST**

The employee will complete the official clearance checklist of the Agency and will obtain the relevant signatures from the Departmental official that the resignation is acknowledged and that there are no outstanding matters between the employees and the various departments.

**6. APPROVED BY:**

NAME	SIGNATURE	DESIGNATION	DATE
MR. SB SIBISI		ACTING CHIEF EXECUTIVE OFFICER	29/05/2026