FREQUENTLY ASKED QUESTIONS ON THE EMPLOYEE - INITIATED SEVERANCE PACKAGE (EISP)

1. Question

Paragraph 4.1 of the Determination indicates that only employees who are affected by “transformation and restructuring” may apply. What is meant by transformation and restructuring?

Reply

“Affected by transformation” relates to circumstances that changed the purpose or need for an employee’s continued employment in order to give effect to the principles for public administration as contained in section 195 of the Constitution, 1996. In practice, such circumstances will typically relate to the following:

- The improvement of the effective utilization of resources
- The equitable provision of public services
- The establishment of a representative workforce

“Affected by restructuring” relates to circumstances where an employee’s continued employment has become undesirable due to the following:

- The re-organization and/or re-allocation of functions
- The need to provide for the re-deployment and/or alternative placement of excess employees

2. Question

Can “civilian people” in the South African Defence Force apply?

Reply

Yes, as long they are employed in terms of the Public Service Act, 1994 and in the capacities defined in paragraph 1.2 of the Determination.

3. Question

If you have not attained the age of 55 years and have more than 10 years’ service in the Public Service, can you apply for the EISP?
Reply

There are no restrictions in respect of age or the length of service in the Public Service. An employee’s age and length of service will however influence the pension benefit to be paid.

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4. Question

Is it possible to calculate the severance package before one applies for the EISP?

Reply

The human resource components of departments should be approached to assist and advise in this regard.

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5. Question

Where can one find application forms and procedures to apply?

Reply

The relevant forms can be obtained from the departmental human resource components or from the DPSA – website www.dpsa.gov.za.

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6. Question

Can anyone apply?

Reply

See paragraph 1.2 of the Determination. Employees who are appointed temporarily or on contract are excluded from applying.

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7. Question

For how long will the EISP be applicable?
Reply

No cut off date has been determined. The situation will be monitored and if circumstances warrant the termination of the EISP, ample notification will be given to departments.

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8. Question

What is the position if a department is unable to fund the EISP?

Reply

It will imply that the department cannot approve any applications for the EISP.

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9. Question

If an employee is entitled to retire early from the Public Service in accordance with the applicable provisions in section 16 of the Public Service Act, 1994, can he/she apply for the package?

Reply

Yes, if the criteria pertaining to the granting of the EISP are met.

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10. Question

The procedure to process an application entails that the Executing Authority must support the application, then comments from the MPSA are to be obtained and finally the application is to be approved by the Executing Authority. At what stage will the manager or supervisor of the applicant have an opportunity to give his/her inputs as to the effect the exit of the employee will have on the operation and functioning of the organisation?

Reply

Departments should develop their own internal procedures and process that afford managers or supervisors an opportunity to make inputs and comments before the Executing Authority takes a decision.
11. **Question**
Reference is made to an “employee’s competence and suitability for continued employment” (paragraph 5.2(b) of the Determination). What exactly does this mean?

**Reply**
The criterion refers to the ability of the employee to perform the functions and duties inherent to his/her job effectively and efficiently.

12. **Question**

Paragraph 5.8 of the Determination states that after approval of his/her application, an employee must exit the Public Service no later than two months after the date of notification that his/her application has been approved. If the date of the notification falls within a month (e.g. 15 April), must the employee exit by 15 June or must the exit date be 30 June?

**Reply**
The term “month” must be interpreted in accordance with its definition in section 1 of the Public Service Act, 1994. Applied to the example above, the employee’s latest day of employment will thus be 30 June.

13. **Question**

Should an employee decide not to continue with the process after his/her application has been approved, would he/she be allowed to withdraw the application?

**Reply**
The matter rests with the discretion of the Executing Authority.