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TO: ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS

INTERPRETATION AND APPLICATION OF PRO RATA SERVICE BONUS

1. We have noted the challenges departments are facing regarding the interpretation and application of the payment of service bonus in the public service. Several requests have been received from departments, seeking clarity on the interpretation and application of the eligibility clause in cases where an employee resigns from the public service or is discharged due to misconduct.
2. Our interpretation regarding service bonus is guided by the eligibility criteria under paragraph 2.1 of Annexure B of PSCBC Resolution 3 of 1999, which in the main provides that an employee shall receive a service bonus if she or he in the year ending on her or his bonus date **does not** resign or undergo discharge due to misconduct.
3. The interpretation should be understood in the following context:
 - An employee who resigns or is discharged due to misconduct is not eligible for the payment of a service bonus.
 - Only an employee who dies or retires (be it through ill health, normal or early retirement) shall be entitled to her or his payment of a service bonus/pro-rata bonus.
4. All Departments are advised to adhere to the applicable collective agreement and the interpretation thereof.


DIRECTOR-GENERAL

DATE: 18/02/2014