



## KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

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TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DIRECTORS AT HEAD OFFICE  
DISTRICT DIRECTORS  
HEADS OF SECTION/COMPONENTS OF HEAD OFFICE AND DISTRICT OFFICES  
CES: CIRCUIT MANAGEMENT  
CIRCUIT MANAGERS  
PRINCIPALS OF SCHOOLS

### HRM CIRCULAR NO. 36 OF 2023

#### TIMEOUS NOTIFICATION OF EMPLOYEE EXITS

1. Employee exits are, in many instances, being processed after their last day of service resulting in salary overpayments. Such overpayments are contributing to the departmental debt and leading to adverse audit findings against this Department. In an endeavour to address this matter, HRM Circular No. 19 of 2014 was issued.
2. Supervisors/Principals are once again urged to comply with the content of the abovementioned Circular which directs that all Supervisors/Principals of schools must, upon receipt of notice of the employee exit (*Resignation/Retirement letter, Death Certificate*), immediately forward to the relevant HR Component, via email, the notice of exit under cover of a letter which must be duly signed and on which the official stamp of the school/office must appear.
3. The contact details of responsible officials in the HR Components of the relevant Districts / Head Office as well as their email addresses which were previously contained in HRM Circular No. 69 of 2020 have been revised and are reflected in the attachment.
4. The relevant HR Component must, immediately upon receipt of the notification referred to in paragraph 2 above, arrange for the salary of the employee concerned to be "frozen" with effect from the date following the last date of service. Where the last date of service is the last working date of the month, the salary must be frozen with effect from the first date of the following month.
5. The relevant HR Component must also ensure that the exit documents are received and, where necessary, make follows-ups for its receipt. Thereafter, all processes relating to the exit as well as the accompanying payment of pension benefits must be finalized.
6. The contents of this circular must be brought to the attention of all staff.

MR GN NGCOBO  
HEAD OF DEPARTMENT: EDUCATION

DATE: 8/9/23

**KWAZULU-NATAL PROVINCE**EDUCATION  
REPUBLIC OF SOUTH AFRICA**HRM CIRCULAR NO. 36 of 2023: TIMEOUS NOTIFICATION OF EMPLOYEE EXITS****CONTACT DETAILS OF OFFICIALS IN THE HR COMPONENT**

Name of District / Office	Name of Official	Contact Number	Email
Ilembe	Bathabile Mkhwela	032 439 6243	<a href="mailto:Bathabile.Mkhwela@kzndoe.gov.za">Bathabile.Mkhwela@kzndoe.gov.za</a>
Ilembe	Simangele Mkhwanazi	032 439 6244	<a href="mailto:Simangele.Mkhwanazi@kzndoe.gov.za">Simangele.Mkhwanazi@kzndoe.gov.za</a>
Pinetown	Nonjabulo Sbusisiwe Xulu	031 360 6114	<a href="mailto:Nonjabulo.Xulu@kzndoe.gov.za">Nonjabulo.Xulu@kzndoe.gov.za</a>
Pinetown	Krish Ritchie	031 360 6368	<a href="mailto:Krish.Ritchie@kzndoe.gov.za">Krish.Ritchie@kzndoe.gov.za</a>
Umlazi	Louis Moonsamy	031 360 6016	<a href="mailto:Louis.moonsamy@kzndoe.gov.za">Louis.moonsamy@kzndoe.gov.za</a>
Umlazi	Yasoda Naidoo	031 360 6024	<a href="mailto:Yasoda.Naidoo@kzndoe.gov.za">Yasoda.Naidoo@kzndoe.gov.za</a>
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Zululand	Seluliwe Luthuli	035 874 1003	<a href="mailto:Seluliwe.Luthuli@kzndoe.gov.za">Seluliwe.Luthuli@kzndoe.gov.za</a>
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