



NAPTOSA Eastern Cape

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NF11/08



NEWS FLASH

TO THE NAPTOSA EASTERN CAPE UNION REPRESENTATIVE

Please make this communication available to ALL NAPTOSA members at your school/college/office.

Capped Leave

Members will be aware that the ECDoE reduced many employees days for capped leave a year or two ago. A list of 500 members of a previous affiliate was submitted in a dispute. The arbitration of that dispute held in February 2008 means that the Department has 6 months to check their calculations and consult with the union. Should Naptosa not be satisfied with the progress or the results it will continue with the dispute proceedings. The outcome of this process would lay the foundation for an action insisting that all capped leave calculations be re-done.

Industrial Action Deductions

After Naptosa consulted with lawyers and a legal letter was written the Department issued two Memoranda indicating that heads of institutions should re-submit strike attendance schedules issued in August 2007 with a return date in September. In the light of the fact that many of our members at schools have not had the deductions reversed where the principal for different reasons did not comply in 2007 a second letter was addressed to the ECDoE by the lawyers. Naptosa has also asked the Department for a list of all reversals done, an explanation as to how this was calculated and how the matter of tax has been dealt with. This last item

is no doubt the reason for the amount reversed being less than the amount deducted.

Naptosa has also noted that the Department has without sufficient prior notice to schools unilaterally set a deadline of 7 March 2008 and failed to communicate with the unions prior to going to this step.

As said in our earlier Newsflash the Departments application and administration has been monitored and Naptosa will seek an interdict to stop deductions in May and August based on the evidence that comes to light.

Retirement procedures in Eastern Cape

If you are thinking of retiring or have reached the age of 65, the Naptosa diary gives a very concise summary of the retirement package. Naptosa will gladly assist you. **Please contact your closest office** Mr Adam Fray (043 722 4089) in East London or Mr Peter du Preez (041 364 0399) in Port Elizabeth. The process of retiring is often confusing and hopefully the following guide will assist in making the process easier and less stressful.

1. 90 days written notice of your intention to retire to be given to your principal who forwards it to the District Director via your EDO. Note that early retirement between the ages of 50 and 55 *may only be applied for* if you were in service prior to 1 May 1996. If your service started after 1 May 1996 you only entitled to retire from 55 years of age.
2. The necessary documentation, available from your nearest NAPTOSA office, needs to be filled in by the retiring member. We are able to guide you through the filling in of the forms which are only valid for six months
3. The forms only need to be handed in to the HR department either once they call for them or about two months prior to your retirement. The documentation for your retirement is only processed by the Education Department during your final month of employment.
4. It takes 3 to 4 months for your retirement to be finalized and paid into your account, there are exceptions to this.
5. Please note that most salary packages are stopped and there will be no salary paid after your retirement date. Provision needs to be made for this 3 to 4 month period. Only your taxation will be deducted from your pension and you must make other arrangements for the stop orders deducted from your salary to be paid in this period. One of the deductions you must arrange to cover is the full payment of your medical aid until the GEPF has implemented payment of your subsidy.
6. Pensioners qualify for a medical aid subsidy only if they have received a medical aid subsidy for a period of 12 months prior to their retirement.
7. Early retirement prior to the age of 60 incurs a penalty of about 3.99% per annum.
8. Your gratuity and annuity is taxed by SARS. The first R30 000 of your capped leave payout is not taxed. Capped leave must be audited to ensure that it is correct prior to payout.

If you have any queries regarding your retirement, please don't hesitate to contact us at the Naptosa office.

We will gladly be of service to you.

NAPTOSA Union Representatives: If your school/college/office has NOT been receiving the *News Flashes* please send a message by fax (041 364 0259) or e-mail (infoecape@naptosa.org.za) indicating your name and school/college/office together with the contact details of the school/college/office (Fax or e-mail). If you wish to be placed on our individual member e-mail address list please send an e-mail containing your membership number and preferred e-mail address to infoecape@naptosa.org.za.

P C DUMINY

PROVINCIAL CHIEF EXECUTIVE OFFICER