



**GENERAL ORDER NO.16
RETRENCHMENT NOTICE**

To:

Date:

Dear

NOTIFICATION OF REDUNDANCY AND RETRENCHMENT

According to the Public Service records you have been selected by your Agency Head for retrenchment. This notice is made under the Public Service General Orders No16.1 in accordance with the 2007 Redundancy Agreement. You final entitlements have been calculated to the end of Notice Period which your last day of service being _____

RETRENCHMENT BENEFITS

You will be entitled to the following benefits on your retrenchment.

- Money in Lieu of Notice (MILON) if applicable
- Repatriation Fares and Baggage Allowance if applicable
- Money in Lieu of Leave (MILOL) to the end of notice period
- Money in lieu of Furlough Leave (MILOF) will be calculated at the rate of nine (9) days for each completed year at service up to the end of notice period
- Ex-Gratia payments if applicable

Your termination benefits will be calculated using the Public Service salary scales which came into effect with the Government approved salary increases effective on 01 January 2007 based upon your substantive salary grade. All calculations will be checked and validated against your personnel record(s) by the Department of Personnel Management to ensure that the calculations are correct

A summary of payments due to you under the above headings will be provided to you showing the gross, tax and net figures at the time of payment which will be made direct to your bank account. You will be advised of the Pay No. when your retrenchment benefit will be paid into your account.

You will be required to sign Deed Of Release confirming acceptance and receipt of the payments due to you. This Deed of Release once signed removes from you any further right of appeal at any time in the future.

RIGHT TO APPEAL

You may appeal to the Redundancy Monitoring Committee (RMC) within the 21 days of receipt of this notice through your Secretary if you believe your selection as a redundant officer has not been determined properly or where you believe there is practical alternative for employment within or outside of the Department. This appeal entitlement relates to the decision to make you redundant.

You may also appeal to the Department if you believe you have not received your full termination benefits. You should note that you will not have any appeal rights if you accept your retrenchment benefits. This appeal entitlement relates to amount of benefit received and is available where you believe either a mathematical error has occurred or the information contained on the payroll system and used to calculate benefits is incorrect.

In conclusion we take this opportunity to thank you for your services and contributions to the Public Service and wish you and family well in the future.

Yours sincerely

John M. Kali, OBE
Secretary
Department of Personnel Management

(Name of Agency head)
(Designation)
(Name of Agency)