

GENERAL ORDER NO.16

RETRENCHMENT BENEFITS CALCULATION FORM

DEPARTMENT: _____

NAME: _____ PAY FILE NO: _____

SUBSTANTIVE POSITION: _____ SALARY GRADE/POINT: _____

ANNUAL SALARY: K _____ FORTNIGHT SALARY: K _____

DATE OF BIRTH: _____ AGE IN YEARS: _____

Public Service Retrenchment Benefits are to be calculated in accordance with the 1982 Public Service Redundancy Agreement, as set out in General Order 16, utilising this form for purposes of authorisation.

The rate of tax on retrenchment benefits is governed by the Rationalisation of the Public Service (Budget Provisions) Act, 1995 (as amended). Refer to Department of Personnel Management Circular Instruction No.2/99.

(1) MILON (MONEY IN LIEU OF NOTICE)

Money in Lieu of Notice is only payable to officers who elect to leave early before the end of Notice period. It is **NOT** payable to officers who remain on the payroll and leave at the end of Notice period.

Commencement Date of Notice Period: _____ Notice Period: _____ months

End of Notice Period: _____ Date officer elects to leave early before end of Notice Period: _____

Period of Payment in Lieu, From _____ to _____ = _____ F/Nts.

_____ F/Nts. x K _____ Gross Salary/F/Nt. = K _____ Gross

Less _____ % Tax = K _____

Net Money in Lieu of Notice = K _____ Nett

GROSS MILON	K
TAX	K
NET MILON	K

(2) MILOL (MONEY IN LIEU OF LEAVE)

Last Leave Date: _____ : Any Leave without Pay (LWOPNTCAS): _____ days.

Adjusted New Leave Date: _____ : Effective Date of Retrenchment: _____

Completed Service: _____ years = _____ months. MILOL Rate: 1.25 days pay per month.

1.25 Days x _____ months = _____ days + _____ days credits = _____ F/Nts.

_____ F/Nts. x K _____ Gross Salary/F/Nt. = K _____ Gross

Less _____ % Tax K _____
 Net Money in Lieu of Leave: K _____ Nett

GROSS MILOL	K
TAX	K
NET MILOL	K

(3) **MILOF (MONEY IN LIEU OF FURLOUGH)**

3.1 **No Furlough Leave Taken Previously**

Service Commencement Date: _____ : Any Leave Without Pay: _____ (days)

Adjusted Service Date: _____. Calculate MILOF @ 9 days pay per each completed year of service:

Service from _____ to _____ = _____ years x 9 days = _____ days = _____ F/Nts. Pay

Total Gross MILOF = _____ Fnts. x K _____ per F/Nt = K _____ Gross

Calculate Nett MILOF: A, to 31/12/92 @ 2% + B, balance @ Retrenchment Tax Rate

(A) From _____ to 31.12.92 = _____ compl. years x 9 days per year = _____ days = _____ F/Nts. Pay

_____ F/Nts. x K _____ per F/Nt. = K _____ Gross

Less 2 % Tax: K _____ Tax

A. Net MILOF to 31/12/92: K _____ Nett

(B) From _____ to _____ = _____ compl. years x 9 days per year = _____ days = _____ F/Nts. Pay

_____ F/Nts. x K _____ per F/Nt. = K _____ Gross

Less _____ % Tax: K _____ Tax

B. Net MILOF to _____: K _____ Nett

3.1 (A+B) Total Gross = K _____

Total Tax = K _____

Total Nett = K _____

In the event that the Officer has previously taken Furlough Leave, then the Furlough Leave entitlement must be calculated under Section 3.2 as follows:

3.2 **Officer Has Taken Furlough Leave Previously**

Service Date: _____ : Leave Without Pay: _____ days: Adjusted Service Date: _____.

Calculate MILOF @ 9 days pay per each completed year of service:

Service from _____ to _____ = _____ years x 9 days = _____ days = _____ F/Nts. Pay

Date of Last Furlough Leave _____ : Furlough Leave Taken _____ F/Nts.: Balance due _____ F/Nts.

Total Gross MILOF = _____ Fnts. x K _____ per F/nt. = K _____ Gross

Calculate Nett MILOF: A, to 31/12/92 @ 2% + B, balance @ Retrenchment Tax Rate

(A) From _____ to 31.12.92 = _____ compl. years x 9 days per year = _____ days = _____ F/Nts. Pay

_____ F/Nts. x K _____ per F/Nt. = K _____ Gross

Less 2 % Tax: K _____ Tax

A. Net MILOF to 31/12/92: K _____ Nett

(B) From _____ to _____ = _____ compl. years x 9 days per year = _____ days = _____ F/Nts. Pay

_____ F/Nts. x K _____ per F/Nt. = K _____ Gross

Less _____ % Tax: K _____ Tax

B. Net MILOF to _____: K _____ Nett

3.2 (A+B) Total Gross = K _____

Total Tax = K _____

Total Nett = K _____

GROSS MILOF 3.1 OR 3.2, (A+B)	K
TAX	K
NET MILOF	K

(4) EX-GRATIA PAYMENT

Date of commencement with the Public Service: _____ to End of Notice Period: _____

Completed Years of Service: _____ years. Number of Ex Gratia Days Pay from General Order 16:

Service up to 20 years @ days rate from table: _____ days.

Service from 21 years to 25 years @ 2 days per annum: _____ days.

Service from 26 years to 30 years @ 3 days per annum: _____ days

Service from 31 years and above @ 5 days per annum _____ days

TOTAL EX-GRATIA DAYS PAY: _____ days

Total Ex-Gratia Days Pay _____ divided by 10 = _____ F/Nts Pay

_____ F/Nts x K _____ F/Nts Salary = K _____ Gross

Less _____ % Tax K _____

Net Ex-Gratia Payment: K _____ Nett

GROSS EX GRATIA PAYMENT	K
TAX	K
NET EX GRATIA PAYMENT	K

(5) **CONTRACT GRATUITY (Departmental Heads and Senior Contract Officers only)**

Date commenced current contract _____: Calculate total salary earned to end of notice, (A+B+C):

(A) From _____ to _____ = _____ F/Nts.
 _____ F/Nts. x K _____ Gross Salary/Fnt. = K _____ Gross Pay

(B) From _____ to _____ = _____ F/Nts.
 _____ F/Nts. x K _____ Gross Salary/Fnt. = K _____ Gross Pay

(C) From _____ to _____ = _____ F/Nts.
 _____ F/Nts. x K _____ Gross Salary/Fnt. = K _____ Gross Pay

(D) From _____ to _____ = _____ F/Nts.
 _____ F/Nts. x K _____ Gross Salary/Fnt. = K _____ Gross Pay

(E) From _____ to _____ = _____ F/Nts.
 _____ F/Nts. x K _____ Gross Salary/Fnt. = K _____ Gross Pay

Total Gross Salary Earned during contract (A+B+C+D+E) = K _____

Total Gross Gratuity Earned = (A+B+C+D+E) x 25% = K _____ Gross Gratuity

Less Gross Gratuity Instalments already paid out: K _____ Gross

Final Balance of Gross Gratuity owing: K _____ Gross

Less _____ % Tax K _____ Tax

Net Terminal Gratuity Owing: K _____ Nett

GROSS TERMINATION GRATUITY	K
TAX	K
NET TERMINATION GRATUITY	K

(6) **REPATRIATION EXPENSES.**

Public Service General Orders provide that a retrenched public servant shall be repatriated to his or her Provincial district of origin, which is also the officer's district for the purposes of recreation leave travel, at the expense of the employing Department or Provincial Administration, within the limits set under the General Orders. The Secretary for

the Department of Personnel Management may in his sole discretion approve a cash estimate for repatriation costs where no quotations have been provided in advance.

Place of employment: _____ Town/Village. _____ District. _____ Province.

Place of origin/abode: _____ Town/Village. _____ District. _____ Province.

Number of Authorised Dependants: _____ Less than 12 years old. _____ Over 12 years old.

N.B. A retrenched officer is entitled to repatriation benefits only if the place of employment is outside of the District in which his or her place of origin/permanent abode is located, as follows:

- * single economy or excursion air fares from a commercial airport at the place of employment, to the airport closest to place of origin/permanent abode, for the officer, and authorised dependants.
- * PMV and/or boat fares for the officer and authorised dependants.
- * Baggage charges to a maximum cost of 400 Kg at the unaccompanied air freight rate.

Cost of airfares: K _____

Cost of PMV/boat fares: K _____

Cost of Baggage: K _____

Total Repatriation Costs: K _____

N.B. The refund of repatriation costs is free of tax.

(7) SUMMARY OF GROSS & NETT RETRENCHMENT PAYMENTS TO BE MADE:

DEPARTMENT: _____

NAME: _____ **PAY FILE NO:** _____

SUBSTANTIVE POSITION: _____ **SALARY GRADE/POINT:** _____

ANNUAL SALARY: K _____ **FORTNIGHT'S SALARY: K** _____

EFFECTIVE DATE OF RETRENCHMENT: _____ (End of Notice Period).

PAYMENT CATEGORY	GROSS	TAX	NET
1. MILON	K	K	K
2. MILOL	K	K	K
3. MILOF	K	K	K
4. EXGRATIA	K	K	K
5. CONTRACT GRATUITY	K	K	K
6. REPATRIATION EXPENSE	K	K NIL	K
TOTAL PAYMENTS DUE:	K	K	K

PREPARED BY (Print Name): _____

(Signed): _____

Dated: _____

CHECKED BY (Print Name): _____

(Signed): _____

Dated: _____

CERTIFIED BY (Print Name): _____

(Signed): _____

Dated: _____

NOTES:

1. The summary of payments to be made to the retrenched officer/employee must be certified by an officer, who has been delegated by the Secretary for the Department of Personnel Management, and date stamped with the Department of Personnel Management Stamp.
2. A copy of this page showing the summary of payments due shall be provided to the retrenched officer and the Chairman, Redundancy Monitoring Committee at the time of payment.