

University of Fort Hare

HUMAN RESOURCES DEPARTMENT
Office Of The Executive Director: Human Resources

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NOTICE

From: Executive Director Human Resources

To: All Employees

Date: 03 June 2010

NOTICE PERIOD AND CONSEQUENCES OF FAILURE TO COMPLY WITH SUCH

The employment contract between the University and the employee can be terminated by either party subject to the terminating party serving a notice period. The University notice periods are as follows:

Academics

The academics notice period is a University quota meaning that the notice period for academics will only be either from

- 01/01 to 31/03 or
- 01/04to 31/ 06 or
- 01/07 to 31/09 or
- 01/10 to 31/12.

NB: This notice period may only differ where an academic is in a three months contract or less.

Non- Academic

The non Academic employees are employees who are not defined as academics, not involved in teaching, research, and community outreach. Their notice period is one calendar month not 30 days. This means that the notice period starts from the first of the month to the end of the month.

Consequences of failure to serve the notice

Failure for an employee to serve a notice period is a breach of a contract. The University will deduct notice period not served from the last salary due to the employee.

Conditions of the notice period

- The employee who is serving a notice may not take vacation leave.
- A shorter notice period may be accepted subject to approval of the Vice Chancellor acting on the advice of the Faculty/Department and Human Resources.

Yours Faithfully

