29/08/2018 43/2018

BEPLAN U OM AF TE TREE OF OM TE BEDANK?

Op **Woensdag, 3 Oktober 2018 en Donderdag, 4 Oktober 2018** gaan amptenare van die WKOD by die SAOU (Wes-Kaap) provinsiale kantoor beskikbaar wees om lede, wat beplan om diens in Desember 2018 te verlaat, te help met die voltooiing van hul dokumentasie. U vrae oor die proses van aftrede en bedanking kan ook tydens hierdie geleentheid beantwoord word. Indien u die dokumentasie ten volle afhandel, kan u dit dan by dié geleentheid direk by die WKOD amptenare indien.

Afsprake moet vooraf teen **26 September 2018** gemaak word, om sodoende 'n program uiteen te sit vir die dag. U kan vir me Ohnie Ferreira by die kantoor skakel, om 'n afspraak te maak. Die kantoornommer is **021 914 2441** of u kan direk vir haar 'n epos stuur na ohnief@saou.co.za.

ARE YOU PLANNING TO RETIRE OR RESIGN?

On **Wednesday, 3 October 2018 and Thursday, 4 October 2018** officials of the WCED will be present at the SAOU (Western Cape) provincial office to assist members who are planning to exit the service in December 2018. The purpose is to assist in the completion of the documentation and to answer any questions relating to retirement or resignation. If all documentation is completed entirely, members will be allowed to submit their documentation directly to these WCED officials.

Appointments must be made prior to **26 September 2018**, in order to set out a programme for the day. You are welcome to make contact with Ms Ohnie Ferreira at the provincial office, in order to make an appointment. The office number is **021 914 2441** and her email address is ohnief@saou.co.za.

U moet vooraf reeds in besit wees van die dokumentasie. Die vorms moet in kleur gedruk word. Voltooi solank vooraf waar u seker is. Dit word gedoen in swart ink en in drukskrif. Indien u nog nie oor die vorms beskik nie, kan u die provinsiale kantoor kontak en ons sal dit vir u elektronies aanstuur. **GEEN vorms sal op die betrokke dae gedruk word nie**. Die adres van die SAOU Wes-Kaap is: H/v Poplarstraat 39 en Suikerbossie rylaan, Bellair, Bellville.	You must have all the documentation with you upon arrival at the office. All forms must be printed in colour. You may complete the forms beforehand, as far as possible. It must be done in black ink and in print. If you do not have the forms available, you may contact the provincial office and it will be sent to you electronically. **NO forms will be printed on the relevant days**. The address of the SAOU Western Cape is: C/o 39 Poplar Street and Suikerbossie Avenue, Bellair, Bellville.

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SAOU Wes-Kaap