



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## ANNEXURE E

### **FLOWCHART FOR THE INCENTIVISED EARLY RETIREMENT WITHOUT PENSION PENALTIES AND VOLUNTARY EXIT PROGRAMME FOR EMPLOYEES IN THE PUBLIC SERVICE: 2025/26 - 2026-2027**

#### **APPLICATION PERIOD OCTOBER – 30 NOVEMBER 2025**

- 1) EMPLOYEE SUBMITS APPLICATION BETWEEN OCTOBER – 30 NOVEMBER 2025**
- 2) LINE MANAGER AND SUPERVISOR**  
3 working days
- 3) HR SUBMIT APPLICATION TO EXECUTIVE AUTHORITY/ DELEGATED OFFICIAL**  
10 working days
- 4) HR SUBMIT INFORMATION OF APPROVED APPLICATIONS TO BUDGET ANALYSTS OF THE NATIONAL TREASURY MONTHLY**  
2 working days
- 5) NATIONAL TREASURY APPROVE FUNDING APPLICATION**  
3 weeks
- 6) NATIONAL TREASURY LIAISE WITH HR MANAGER OF RELEVANT DEPARTMENTS AS WELL AS GPAA REGARDING APPROVED APPLICATIONS**  
1 week
- 7) DEPARTMENT TO INFORM EMPLOYEE WHOSE APPLICATION HAS BEEN APPROVED**  
4 working days
- 8) EMPLOYEE'S THREE MONTHS NOTICE START AFTER NATIONAL TREASURY FUNDING IS APPROVED**

If the funding application is approved in the middle of the month, the employee's 3 months' notice period will start on the first of the following month.