

Transnet SOC Limited  
Registration Number  
1990/000900/30

160 Lynette Str.  
Kilner Park  
Pretoria  
0186

PO Box 15912  
Lynne East  
Pretoria, 0039  
T +27 12 391 1301  
F +27 12 391 1342



## MEMORANDUM

www.transnet.net

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**TO** : Transnet Engineering Employees  
**FROM** : **Chief Executive, Transnet Engineering**  
**DATE** : **2 September 2014**  
**SUBJECT** : **CESSATION OF DISCRETIONARY OVERTIME**

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### Cessation of Overtime

A decision has been taken by the Chief Executive to cease the overtime to be worked in the month of September 2014 and beyond, except for instances highlighted below.


As of 1 September 2014, all overtime to be worked has to be motivated in a memo, be recommended by the relevant General Manager and send to Kilner Park for approval by Deon Struwig (Chief Financial Officer) and Frederik Potgieter (Chief Operating Officer). No overtime should be worked without the above approval.


Overtime requested via the overtime portal must cease until further notice. Any overtime pre-approved in the portal, or that still requires approved, will not be considered as valid authorization to work overtime. The pre-approval process above will be the only basis for the authorization and payment of overtime.

The Payroll Officials will only process, for payment, only overtime that is supported by a memo approved by the CFO and the COO.

The current process relating to the retrospective approval of overtime must cease. Only overtime pre-approved will be processed for payment.

The above process applies with effect from 1 September 2014. Non-compliance to the above could result in disciplinary action.

  
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**Deon Struwig**  
Chief Financial Officer  
Date: 1 Sep 2014

  
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**Frederik Potgieter**  
Chief Operating Officer  
Date: 01 SEP 2014