

## WORKING BACK AGREEMENT

I \_\_\_\_\_ the undersigned.  
(Full name/s & surname)

(1)  
Hereby accept the approved benefit of R \_\_\_\_\_ for the purpose of:  
(Name or description of conference/seminar/short course)

Personnel Number: \_\_\_\_\_

ID Number: \_\_\_\_\_

Department: \_\_\_\_\_

(2)  
Hereby agree to work back, in the form of UFS employment service, the period of \_\_\_\_\_, starting from the completion date of the conference/seminar/course, as stated below:

Start date of conference/seminar/course: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Completion date of conference/seminar/course: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

(3)  
Should I resign from the UFS prior to the work-back period as per (2) above, being concluded, I understand and accept that I will be liable to pay back the amount of the benefit, pro-rated or full, as per the remaining period.

SIGNED at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of applicant

Witnesses:

1. \_\_\_\_\_ (Signature)      2. \_\_\_\_\_ (Signature)

<u>Amount</u>		<u>Work-back period</u>		<u>Amount</u>		<u>Work-back period</u>
R0 – R10 000	=	Not applicable		R10 001 - R30 000	=	6 months
R30 001 – R50 000	=	1 year		R50 0001 – R70 000	=	1.5 years
R70 001 – R99 999	=	2 years		R100 000 +	=	3 years