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Office of the Council Secretary

Ref.: **EL1/2018**

**2018 ANNUAL HOLIDAY FUND
PAYOUT
REQUIREMENTS AND INFORMATION**

NB: PLEASE NOTE CHANGE OF ADDRESS

**VERY IMPORTANT NOTICE
TO ALL EMPLOYERS & WAGE CLERKS**

Employers are requested to please ensure that this circular is also handed to the person[s] responsible for the submission of their monthly stamp contribution return forms.

CONTENTS

PAGE[S]

1.	EMPLOYMENT RETURN FORMS – SUBMISSION DATES I.R.O. 2018 PAYOUT	1
2.	PAYMENT OPTIONS AVAILABLE TO EMPLOYERS	1
3.	ALL PAYOUT ADVICES FOR EMPLOYERS TO BE MAILED	2
4.	ELECTRONIC PAYMENTS TO EMPLOYERS AND EMPLOYEES	2
	4.1 INDIVIDUAL ELECTRONIC PAYMENT TO EMPLOYEES	
	4.2 BULK ELECTRONIC PAYMENT TO EMPLOYERS	
5.	PAYMENT OF EMPLOYEES WHO HAVE LEFT YOUR EMPLOY OR HAVE BEEN LAID-OFF	2
	5.1 Employees who leave your employ after 28.09.2018	2
	5.2 Employees who have left your employ or been laid-off before Sep. 2018	2
	5.3 Employees who join after 1 October 2018	2
6.	EMPLOYEE DEDUCTIONS - DEADLINE	2
7.	BANKING DETAILS	2
8.	EMPLOYEES WHO ARE NOT REGISTERED WITH THE COUNCIL	3
9.	ASSISTANCE WITH EMPLOYEE INFORMATION	3
10.	UNCLAIMED HOLIDAY PAY	3
	10.1 Prior Years Unclaimed Holiday Pay	3
11.	ANNUAL LEAVE PERIOD 2018/2019	3
12.	VENUE AND DATES OF 2018 PAYOUT	3

1.

1. **EMPLOYMENT RETURN FORMS: SUBMISSION DATES I.R.O. 2018 PAYOUT**

All employers are advised that the holiday pay will be calculated on contributions paid up to:

FRIDAY, 28 SEPTEMBER 2018

It is therefore, of the **UTMOST IMPORTANCE**, that **EMPLOYMENT RETURN FORMS AND PAYMENT** of the consolidated stamp contributions for the year ending **28.09.2018** are received **ON OR BEFORE**:

MONDAY, 8TH OCTOBER 2018

Processing will commence on **TUESDAY, 9TH OCTOBER 2018** and employers must be pertinently aware that holiday money **cannot be processed for payment in December** if employers submit their returns and payment **AFTER 8 OCTOBER 2018**.

2. **PAYMENT OPTIONS AVAILABLE TO EMPLOYERS**

Two (2) payment options are available:-

Option 1: Individual Electronic Payment to Employees (statements supplied)

The Council will transfer holiday fund monies into the employees' bank accounts.

Option 2: Bulk Electronic Payment to Employer (statements supplied)

Individual employee payout advices/statements are printed in addition to a control listing in the format as requested by the employer. The Council will E.F.T. the total amount into the **employer's bank account** and the employer then transfers the funds into the individual employee's bank account.

Payout Advices/Statements Format Options

Format A: In Employee Council registration number order; or

Format B: In alphabetical order; or

Format C: In company/clock number order. [If on record]

NB: PLEASE REFER TO INSTRUCTIONS ON PG 2 (ITEM 5.2) regarding employees who have left your employ by end September 2018.

IMPORTANT: WITH EITHER OPTION – PLEASE ENSURE THAT YOUR LATEST BANKING DETAILS ARE SUBMITTED TO THE COUNCIL.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE COUNCIL RECEIVES YOUR OPTION FORM.

An option form will be attached to your September “MONTHLY RETURN FORM”.

For further details contact **Mrs. H. Jacobs** at telephone **041 453 2751** on or **before 1 October 2018**, failing which individual payment advices will be printed and the employee will have to supply the Council with their banking details.

3. **ALL PAYOUT ADVICES FOR EMPLOYERS TO BE MAILED**

EMPLOYERS MUST PLEASE ENSURE THAT EMPLOYEES RECEIVE THEIR PAYMENT ADVICES.

NB: Payment advices and listings will be mailed on **Tuesday, 13 November 2018.**

NB: Employers whose envelopes are too large to be mailed, will be contacted by the Council to arrange collection thereof.

4. **ELECTRONIC PAYMENTS TO EMPLOYERS AND EMPLOYEES**

4.1 **INDIVIDUAL ELECTRONIC PAYMENT TO EMPLOYEES:** Employees receiving **individual electronic payment** will be paid **PER ELECTRONIC TRANSFER** into their respective bank accounts. Release date **Wednesday, 12 December 2018.**

4.2 **BULK ELECTRONIC PAYMENT TO EMPLOYERS:** All employers requesting **bulk payment** will be paid **PER ELECTRONIC TRANSFER** into their respective bank accounts. Release date **Thursday, 6 December 2018.**

5. **PAYMENT OF EMPLOYEES WHO HAVE LEFT YOUR EMPLOY OR HAVE BEEN LAID-OFF**

5.1 EMPLOYEES WHO LEAVE YOUR EMPLOY **AFTER 28 SEPTEMBER 2018.**

Employees who **leave** your employ **after 28 September 2018** where the employer has opted for a **bulk EFT payment**, must please be instructed to collect their holiday pay from **you** during December on the dates you decide to pay your employees.

5.2 EMPLOYEES WHO HAVE **LEFT** YOUR EMPLOY **OR HAVE BEEN LAID-OFF** BEFORE **SEPTEMBER 2018.**

NB. PLEASE DO NOT send banking details for employees who have left your employ or been laid-off **before September 2018** – **These employees must please contact the Council and provide the necessary banking details.**

5.3 Employees who join your firm after **1 October 2018** and who worked in the industry prior to 30 September 2018, **employers must please notify the Council and request that their holiday pay be sent to the firm accordingly.**

6. **EMPLOYEE DEDUCTIONS – DEADLINE**

Employers must please notify the Council by no later than **Friday, 28 September 2018** of any employee deductions to be made in terms of debts owing to employers.

7. **BANKING DETAILS**

Please ensure that banking details provided to the Council are **valid** and **correct**. We will **NOT** be able to effect changes to banking details after **19 October 2018.**

8. EMPLOYEES WHO ARE NOT REGISTERED WITH THE COUNCIL

Employees who are not registered with the Council, **will not appear on the payout listing** supplied to the employer, neither will there be a Holiday Pay advice for such an employee.

Employers are therefore, urgently requested to ensure that all their employees whose information appears on their September 2018 employment return forms, are in fact registered with the Council.

9. ASSISTANCE WITH EMPLOYEE INFORMATION

Employers are urgently requested to assist the Council by ensuring that the information appearing on their September 2018 return is correct. [e.g. Names, I.D. No.'s & Registration No.]

IMPORTANT

KINDLY CONTACT THE COUNCIL'S OFFICE IF YOU ARE UNSURE ABOUT THE INFORMATION REQUIRED BY THE COUNCIL, IN ORDER TO GUARANTEE THAT THE EMPLOYEE IS CORRECTLY REGISTERED.

10. UNCLAIMED HOLIDAY PAY

10.1 PRIOR YEARS' HOLIDAY PAY

Prior years' unclaimed holiday pay will be payable on request.

11. RECOMMENDED ANNUAL LEAVE PERIOD 2018/2019

From closing time on : FRIDAY, 14 DECEMBER 2018
Until starting time on : MONDAY, 7 JANUARY 2019

12. VENUE AND DATES OF 2018 PAYOUT

Payout Venue Council's offices – East London	73d Western Avenue, Cnr Western Ave & Leicester Rd (Access from Leicester Road), Vincent, East London	3-13 December [08h00 – 15h00]
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Yours faithfully,



**T.M. VERSCHUUR
COUNCIL SECRETARY**