

**BUILDING INDUSTRY BARGAINING COUNCIL [SOUTHERN- & EASTERN CAPE]**

[Registered under the Labour Relations Act, 1995, as amended]

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OFFICE OF THE COUNCIL SECRETARY

REF.: G1/2018

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

**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.***

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

**VENUES AND DATES OF 2018 PAYOUT****Annexure**

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, 8<sup>th</sup> OCTOBER 2018**

Processing will commence on **TUESDAY, 9<sup>th</sup> 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.

2.

3. **ALL PAYOUT ADVICES FOR EMPLOYERS TO BE MAILED: PORT ALFRED, GRAHAMSTOWN, QUEENSTOWN, SOUTHERN CAPE, UITENHAGE AND PORT ELIZABETH**

**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 UNCERTAIN REGARDING EMPLOYEE INFORMATION WE REQUIRE IN ORDER TO GUARANTEE CORRECT EMPLOYEE REGISTRATION.***

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**

**ALL AREAS:**

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

Yours faithfully,



**T.M.VERSCHUUR**  
**COUNCIL SECRETARY**

TMV/dva/2018.08.28