

**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.: G1/2019

**2019 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.***

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1.

1. **EMPLOYMENT RETURN FORMS: SUBMISSION DATES I.R.O. 2019 PAYOUT**

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

**FRIDAY, 27 SEPTEMBER 2019**

It is therefore of the **UTMOST IMPORTANCE** that **EMPLOYMENT RETURN FORMS AND PAYMENT** of the consolidated stamp contributions for the year ending **27.09.2019** are received **ON OR BEFORE:**

**MONDAY, 7<sup>th</sup> OCTOBER 2019**

Processing will commence on **TUESDAY, 8<sup>th</sup> OCTOBER 2019** and employers must be pertinently aware that holiday money **cannot be processed** for payment in **December** if employers submit their returns and payment **AFTER 7 OCTOBER 2019**.

2. **PAYMENT OPTIONS AVAILABLE TO EMPLOYERS**

Two (2) payment options are available:-

**Option 1: 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.

**Option 2: Individual Electronic Payment to Employees (statements supplied)**

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

**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 2019.**

**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 COMPLETED 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 2019**, 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, 12 November 2019.**

**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, 11 December 2019.**

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, 5 December 2019.**

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

5.1 EMPLOYEES WHO LEAVE YOUR EMPLOY **AFTER 27 SEPTEMBER 2019.**

Employees who **leave** your employ **after 27 September 2019** 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 2019.**

**NB. PLEASE DO NOT** send banking details for employees who have left your employ or been laid-off **before September 2019** – **These employees must please contact the Council and provide the necessary banking details.**

5.3 Employees who join your firm after **1 October 2019** and who worked in the industry prior to 27 September 2019, **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, 27 September 2019** 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 **18 October 2019.**

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 2019** 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 2019** 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 2019/2020**

**ALL AREAS:**

From closing time on : FRIDAY, 13 DECEMBER 2019  
Until starting time on : MONDAY, 13 JANUARY 2020

Yours faithfully,



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

TMV/dva/2019.08.30

## VENUES AND DATES OF 2019 PAYOUT

AREA	VENUE	DATES OF PAYOUT
EAST LONDON	Council's Offices: 73D Western Avenue, Cnr Western Ave & Leicester Rd, Vincent, East London	2 December to 12 December [From 08:00–15:00] 13 December [From 08:00 – 13:00]
GEORGE	Council's Office: 13 Doneraile Street, George Central	<u>2, 3, 9 - 12 December</u> [From 08:00-15:00] <u>5, 6 December</u> [From 12:00-15:00] <u>13 December</u> [From 08:00 – 13:00]
GRAHAMSTOWN	Dept. of Labour Offices, High Street	5 December [From 10:00-14:00]
HUMANSDORP	Council's Vehicle - Parking area behind Municipal Town Clerk's office.	6 December [From 11:30-13:30]
KNYSNA	Knysna Town Hall	4 December [From 13:00-14:00]
MOSSEL BAY	D'Almeida Community Hall	6 December [From 09:30-10:30]
OUDTSHOORN	St Simons Church Hall c/o Drif & Springbok St.	5 December [From 09:30-10:30]
PLETTENBERG BAY	New Horizon Community Hall	4 December [From 11:00-12:00]
PORT ALFRED	Council's Vehicle Opposite Police Station	4 December [From 11:30-12:30]
PORT ELIZABETH	Council's Office : 169 Haupt Street, Sidwell	2 December to 12 December [From 08:00-15:00] 13 December [From 08:00 – 13:00]
QUEENSTOWN	Queenstown Indoor Sports Centre	3 December [From 11:30-12:30]
RIVERSDALE	Contact <u>George Office</u> or <u>Mr. Danie du Plessis</u> for EFT's to be processed	Tel.: 044 873 4228 Cel.: 082 651 6632
STILL BAY	Contact <u>George Office</u> or <u>Mr. Danie du Plessis</u> for EFT'S to be processed	Tel.: 044 873 4228 Cel.: 082 651 6632