

**BUILDING INDUSTRY BARGAINING COUNCIL  
(EAST LONDON)**

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Cnr Western Ave & Leicester Rd  
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East London  
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## **2025 ANNUAL**

# **HOLIDAY FUND PAYOUT**

## **REQUIREMENTS AND INFORMATION**

### **NOTICE TO ALL EMPLOYERS AND WAGE CLERKS**

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

## **1. EMPLOYMENT RETURN FORMS: SUBMISSION DATES I.R.O. 2025 PAYOUT**

All employers are advised that the holiday pay will be calculated on contributions paid up to: **Tuesday, 30<sup>th</sup> September 2025**

EMPLOYMENT RETURN FORMS AND PAYMENT of the consolidated stamp contributions for the year ending 30.09.2025 must be received ON/ BEFORE: **Monday, 13<sup>th</sup> October 2025**

Processing will commence on Tuesday, 14<sup>th</sup> OCTOBER 2025 and employers must be pertinently aware that holiday money cannot be processed for payment in December 2025 if employers submit their returns and payment after 13<sup>th</sup> October 2025.

## **2. PAYMENT OPTIONS AVAILABLE TO EMPLOYERS**

Two (2) payment options are available:-

### **Option 1: Bulk Electronic Payment to Employer (statements supplied)**

**Release date: Thursday, 4th December 2025.**

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)**

**Release date: Wednesday, 10th December 2025.**

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]

The banking details submitted on behalf of employees must be for employees who are CURRENTLY IN YOUR EMPLOY.

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

With either option, please ensure that your LATEST BANKING DETAILS ARE SUBMITTED TO THE COUNCIL. Employers must ensure that the information appearing on their September 2025 return is correct [e.g., Names, I.D. No.'s & Registration No.].

**NOTE: WE WILL NOT BE ABLE TO EFFECT CHANGES TO BANKING DETAILS AFTER THE CLOSING DATE – 13<sup>TH</sup> OCTOBER 2025.**

PAYOUT LISTINGS AND ADVICES ARE AVAILABLE FROM THE 12<sup>TH</sup> NOVEMBER 2025 AND CAN BE COLLECTED FROM THE COUNCIL'S OFFICES.

### **3. EMPLOYEE DEDUCTIONS – DEADLINE**

Employers must please notify the Council by no later than **19th September 2025** of any employee deductions to be made in terms of debts owing to employers.

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

#### **4.1 EMPLOYEES WHO LEAVE YOUR EMPLOY AFTER 30 SEPTEMBER 2025:**

Employees who leave your employ after 30th September 2025, 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.

#### **4.2 EMPLOYEES WHO HAVE LEFT YOUR EMPLOY OR HAVE BEEN LAID-OFF BEFORE SEPTEMBER 2025:**

Please do NOT send banking details for employees who have left your employ or been laid-off before September 2025. These employees must please contact the Council and provide the necessary banking details.

#### **4.3 EMPLOYEES WHO JOIN YOUR COMPANY AFTER 1<sup>ST</sup> OCTOBER 2025, AND WHO WORKED IN THE INDUSTRY PRIOR TO 1<sup>ST</sup> OCTOBER 2025:**

Employers must please notify the Council and request that their holiday pay be sent to the firm accordingly.

### **5. EMPLOYEES WHO ARE NOT REGISTERED WITH THE COUNCIL**

Employees 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 requested to ensure that all their employees recorded on their September 2025 employment return forms are in fact registered with the Council.

### **6. UNCLAIMED HOLIDAY PAY**

#### **6.1 PRIOR YEARS HOLIDAY PAY**

Prior years unclaimed holiday pay will be payable on request.

KINDLY CONTACT THE COUNCIL'S OFFICE IF YOU ARE UNCERTAIN REGARDING EMPLOYEE INFORMATION REQUIRED.

**7. PAYOUT INFORMATION CENTRE AND DATES OF 2025 PAYOUT**

<p><b>Payout Information Centre Council's offices – East London</b></p>	<p><b>73d Western Avenue, Cnr Western Ave &amp; Leicester Rd (<i>Access from Leicester Road</i>), Vincent, East London</b></p>	<p><b>1st – 5<sup>th</sup> December 8 – 11<sup>th</sup> December [08h00 - 15h00]</b></p>
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NOTE: NO CASH IS KEPT ON THESE PREMISES. ALL PAYMENTS ARE PROCESSED ELECTRONICALLY.

Yours faithfully,



**T.M.VERSCHUUR  
COUNCIL SECRETARY**

**26.08.2025**