

**BUILDING INDUSTRY BARGAINING COUNCIL (SOUTHERN- AND EASTERN CAPE)
BOUNYWERHEID BEDINGINGSRAAD (SUID EN OOS-KAAP)**

(Registered under the Labour Relations Act 1995)

023-490-NPO



F.G. Black Building / Gebou
169 Haupt Street / Straat
SIDWELL
PORT ELIZABETH

6001

Telephone No : (041) 450-8516

E-mail : sonial@bipcpe.co.za

Website : <http://www.bipcpe.co.za>

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[s] responsible for the submission of their monthly stamp contribution return 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, 30th 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, 13th October 2025**

Processing will commence on Tuesday, 14th 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 13th 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 – 13TH OCTOBER 2025.

For further details contact Mrs Sonia Erasmus telephonically on 041 450 8516 on or before 30th September 2025, failing which individual payment advices will be printed and the employees will have to supply the Council with their banking details.

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 30TH 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 1ST OCTOBER 2025, AND WHO WORKED IN THE INDUSTRY PRIOR TO 1ST 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. ALL PAYOUT ADVICES /LISTINGS FOR EMPLOYERS WILL BE AVAILABLE ON 12TH NOVEMBER 2025: PORT ALFRED, GRAHAMSTOWN, QUEENSTOWN, SOUTHERN CAPE, UITENHAGE AND PORT ELIZABETH

Employers must please ensure employees receive their payment advices.

7. UNCLAIMED HOLIDAY PAY

7.1 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.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'T.M. Verschuur', with a horizontal line under the name.

**T.M.VERSCHUUR
COUNCIL SECRETARY**

26.08.2025

PAYOUT INFORMATION CENTRES AND DATES OF 2025 PAYOUT

AREA	INFO CENTRE	DATES OF PAYOUT
EAST LONDON	Council's office: 73D Western Avenue, cnr of Western Ave & Leicester Road, Vincent, East London	1 – 5 th December 2025 8 – 11 th December 2025 (From: 8:00 – 15:00)
GEORGE	Council's mobile office: Doneraile Square, George Central	1 – 5 th December 2025 8 th , 10 th , 11 th December 2025 (From: 8:00 -15:00)
GRAHAMSTOWN	Please contact PE Office for EFT's to be processed - Mrs S Erasmus	Tel: 041 4508516
HUMANSDORP	Please contact PE Office for EFT's to be processed - Mrs S Erasmus	Tel: 041 4508516
KNYSNA	Mobile Office - Parking area behind Knysna Town Hall	9 December 2025 (From: 13:00 - 14:00)
MOSEL BAY	Contact Mr D Du Plessis for EFT's to be processed	Cell: 082 651 6632
OUDTSHOORN	Contact Mr D Du Plessis for EFT's to be processed	Cell: 082 651 6632
PLETTENBERG BAY	Mobile office in parking area of New Horizon Community Hall	9 December 2025 (From: 11:00 - 12:00)
PORT ALFRED	Please contact PE Office for EFT's to be processed - Mrs S Erasmus	Tel: 041 4508516
PORT ELIZABETH	Council's office: 169 Haupt Street, Sidwell	1 – 5 th December 2025 8 – 11 th December 2025 (From: 8:00 – 15:00)
QUEENSTOWN	Please contact PE Office for EFT's to be processed - Mrs S Erasmus	Tel: 041 4508516
RIVERSDALE	Contact Mr D Du Plessis for EFT's to be processed	Cell: 082 651 6632
STILL BAY	Contact Mr D Du Plessis for EFT's to be processed	Cell: 082 651 6632

NOTE: NO CASH IS KEPT ON THE PREMISES. ALL PAYMENTS ARE PROCESSED ELECTRONICALLY.