

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.: G1/2022

2022 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. 2022 PAYOUT**

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

FRIDAY, 30 SEPTEMBER 2022

It is therefore of the **UTMOST IMPORTANCE** that **EMPLOYMENT RETURN FORMS AND PAYMENT** of the consolidated stamp contributions for the year ending **30.09.2022** are received **ON OR BEFORE:**

THURSDAY, 6th OCTOBER 2022

Processing will commence on **FRIDAY, 7th OCTOBER 2022** 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 2022**.

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 2022.

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 Sonia Erasmus** at telephone **041 453 2751** on or **before 30 September 2022**, 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, 8 November 2022.**

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 **Thursday, 8 December 2022.**

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 **Friday, 2 December 2022.**

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

5.1 EMPLOYEES WHO LEAVE YOUR EMPLOY **AFTER 30 SEPTEMBER 2022.**

Employees who **leave** your employ **after 30 September 2022** 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 2022.**

NB. PLEASE DO NOT send banking details for employees who have left your employ or been laid-off **before September 2022** – **These employees must please contact the Council and provide the necessary banking details.**

5.3 Employees who join your firm after **1 October 2022** and who worked in the industry prior to 1 October 2022, **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 **Thursday, 22 September 2022** of any employee deductions to be made in terms of debts owing to employers.

7. **BANKING DETAILS**

PLEASE ENSURE THAT BANKING DETAILS ARE ONLY SUBMITTED FOR EMPLOYEES CURRENTLY IN YOUR EMPLOYMENT. PLEASE ENSURE BANKING DETAILS PROVIDED TO THE COUNCIL ARE VALID AND CORRECT. WE WILL NOT BE ABLE TO EFFECT CHANGES TO BANKING DETAILS AFTER 21 OCTOBER 2022.

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 2022 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 2022** 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.

Yours faithfully,



**T.M.VERSCHUUR
COUNCIL SECRETARY**

TMV/hja/2022.08.31

PAYOUT INFORMATION CENTRES AND DATES OF 2022 PAYOUT

AREA	INFO CENTRE	DATES OF PAYOUT
EAST LONDON	Council's Office: 73D Western Avenue, Cnr Western Ave & Leicester Rd, Vincent, East London	1 December to 14 December [From 08:00–15:00]
GEORGE	Council's Mobile Office: Doneraile Square, George Central	<u>1, 7 - 14 December</u> [From 08:00-15:00] <u>5, 6 December</u> [From 12:00-15:00]
GRAHAMSTOWN	Please contact <u>PE Office</u> for EFT's to be processed - <u>Mrs. Sonia Erasmus</u>	Tel.: 041 453 2751
HUMANSDORP	Please contact <u>PE Office</u> for EFT's to be processed - <u>Mrs. Sonia Erasmus</u>	Tel.: 041 453 2751
KNYSNA	Knysna Town Hall	2 December [From 13:00-14:00]
MOSSEL BAY	Contact Mr. Danie Du Plessis for EFT'S to be processed	6 December [From 09:30-10:30]
OUDTSHOORN	Contact Mr. Danie Du Plessis For EFT'S to be processed.	5 December [From 09:30-10:30]
PLETTENBERG BAY	New Horizon Community Hall	2 December [From 11:00-12:00]
PORT ALFRED	Please contact <u>PE Office</u> for EFT's to be processed - <u>Mrs. Sonia Erasmus</u>	Tel.: 041 453 2751
PORT ELIZABETH	Council's Office : 169 Haupt Street, Sidwell	1 December to 14 December [From 08:00-15:00]
QUEENSTOWN	Please contact <u>PE Office</u> for EFT's to be processed - <u>Mrs. Sonia Erasmus</u>	Tel.: 041 453 2751
RIVERSDALE	Contact <u>Mr. Danie du Plessis</u> for EFT's to be processed	Cell: 082 651 6632
STILL BAY	Contact <u>Mr. Danie du Plessis</u> for EFT's to be processed	Cell: 082 651 6632