

10 October 2019

## **CIRCULAR TO THE INDUSTRY**

### **RE: 2019 YEAR-END PAY-OUT APPLICATIONS (SICK BONUS, LEAVE PAY & HOLIDAY BONUS 13<sup>TH</sup> CHEQUE PAYMENT)**

It is mandatory for employers to submit applications through the e-Business System [www.nbcrfionline.org.za](http://www.nbcrfionline.org.za) on behalf of employees who are due for leave pay and sick bonus.

**Employers who do not shut down during the December period must apply for employee annual leave using the individual leave application process on the online system.**

#### **Please Take Note of the Following Important Information**

1. Ensure that all relevant employee information is accurate, including individual banking details.
2. Employers and employees need to be mindful that banking details submitted on the application will be used for payment. The NBCRFLI will not be held liable for incorrect/non-payment where banking details are changed once applications are calculated. Banking details loaded by the employer after applications are calculated will not be utilised for year-end payouts.
3. Completed applications are to be submitted on or before **20 November 2019**. No applications will be considered after this date.
4. No payments will be made until the October 2019 monthly returns have been received and processed by Council.

## 5. Sick Leave Bonus Payments

- a) Bonus payments will only be made on completion of the three (3) year sick leave cycle from the date of commencing employment, or from the date that the previous sick leave cycle expires. An employee's commencement date will thus determine the month and year during which he/she may expect a bonus payment.
  - b) Council will pay a sick leave bonus, subject to the above, based on contributions received during the preceding three (3) years less sick leave days paid to that employee.
  - c) An employee who has utilised all his sick leave benefits will not qualify for any sick leave bonus payments at the end of the sick leave cycle.
6. You are further advised that no schedule payments in respect of sick bonus and leave pay will be accepted. Sick bonus and leave pay applications must be lodged in the prescribed manner during the course of the year.
7. As it was the case last year, employers will only be required to provide Council with a payment release date for the December Holiday Bonus 13<sup>th</sup> cheque payments.
8. The names of employees who are no longer employed are to be removed from the applications and pro-rata leave vouchers (Annexure F) must be submitted.
9. Once calculations have been finalised by Council, a notification will be sent to employers to query or confirm calculations online, within **72 Hours**. If no feedback is received from the employer within the stipulated **72 hours** after the notification has been sent, calculations will automatically be confirmed and processed for payment. Employers must ensure the correct contact information (email address) is updated on the online system.
10. Payments will only be released on the expected pay date selected as per employer's instruction. Once the expected pay date is submitted no changes will be allowed.
11. Employers need to be mindful that in order for the year-end pay-outs to be paid on the expected pay date, all monthly returns up to and including October 2019 must be paid timeously and outstanding banking details submitted by the due date.

Should you require any assistance please do not hesitate to contact your regional Funds Administration Office or Designated Agent. Your co-operation with the above procedure is highly appreciated as it will ensure the smooth processing of applications and payments.

Yours Faithfully

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National Secretary

***(This document has been sent electronically and is therefore not signed)***