

07 November 2023

CIRCULAR REMINDER TO THE INDUSTRY

RE:2023 YEAR-END PAY-OUT APPLICATIONS (SICK BONUS, LEAVE PAY & HOLIDAY BONUS 13TH CHEQUE PAYMENTS)

This circular serves as a reminder to all Industry employers and employees that the 2023 Year-End Pay-Out Application Process will be open from 11 October 2023 until 21 November 2023.

Kindly note that it is mandatory for employers to submit applications through the Online E-Business System, by logging on to www.nbcrfionline.org.za, on behalf of employees who are due for leave pay and sick bonuses. **Employers who do not shut down during the December period must apply for employee's annual leave using the individual leave application process on the Online E-Business System.**

Please also take note of the following important information:

1. Please ensure that all relevant employee information is accurate, including individual banking details.
2. Employers and employees need to be mindful that only 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 the Year-End Pay-Outs.
3. Applications are to be submitted from 11 October 2023 to **21 November 2023**. No applications will be considered after this date.

4. No payments will be made until the October 2023 monthly returns have been received and processed by Council.
5. Employers are only required to provide Council with a payment release date for the December Holiday Bonus 13th Cheque Payments.
6. 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/her sick leave benefits will not qualify for any sick leave bonus payments at the end of the sick leave cycle.
7. You are further advised that no employer reimbursement 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 year.
8. 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 that their contact information (email address) are updated on the Online E-Business System.
9. Payments will only be released on the expected pay date selected, as per employer's instruction. No changes will be allowed once the expected pay date is submitted.
10. Employers need to be mindful that for the Year-End Pay-Outs to be paid on the expected pay date, all monthly returns up to and including October 2023 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

National Secretary

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