

14 February 2013

**Circular to the Industry**

**Re: Amended Annexure A.6: Payment Voucher**

1. As you may be aware sick leave bonuses become payable on completion of the three year cycle after commencing employment or from the date that the previous sick leave cycle expires. Sick leave bonuses need not always be paid together with annual leave payments as both annual leave and sick leave bonuses may be applied for and paid out during different periods.
2. In order to provide for sick leave bonuses to be paid out separately Annexure A.6, Payment Voucher was slightly amended. The form now provides that employers may apply for annual leave and/or sick leave bonuses using the same form. (Refer to the attached Payment Voucher).
3. Should an employer apply for annual leave as well as sick leave bonus the form should be completed in its entirety. Should an employer only apply for sick leave bonus then it is not necessary to complete paragraphs 7 and 8 on the form. Please remember to tick the appropriate boxes in paragraph 1 on the form. Sick bonus will not be paid to employees if not indicated on application form.
4. Please contact your local designated agent should you have any questions.

Yours sincerely



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Tersia Ströh  
Acting National Secretary