

17 December 2020

INDUSTRY CIRCULAR
PAYMENT OF THE HOLIDAY PAY BONUS

1. The NBCRFLI is pleased to inform the industry that, in order to mitigate the negative impact of the national lockdown and Covid-19, the NBCRFLI will top up the payment for holiday bonus in full for those employees who were working during the lockdown period and 40% for those who were not working during the lockdown period.
2. Due to the limited time available to adjust NBCRFLI payment processing system and to effect necessary payment, the affected employers are requested to pay the holiday pay bonuses to qualifying employees and then submit a claim for a refund from Council. Where employers opt to pay and claim refund from Council, they can do so voluntarily.
3. For NBCRFLI to be able to process the holiday pay bonus refunds, the employers are required to provide the Council with the following supporting information:
 - a. Employees who were working during the lockdown period but their employers did not contribute holiday pay bonuses to NBCRFLI because they were granted exemption
 - Exemption Certificate as a proof that exemption was granted in so far as holiday pay bonus is concerned.
 - Letter from the employer which was submitted to Independent Exemptions Body confirming that the employer was unable to consult during the lockdown period because the company was not operating or operated on a partial basis during the lockdown period.

- Schedule of employees (including ID/Passport numbers) who are affected by an exemption certificate.
- The schedule mentioned above should also indicate which employees worked as well as those who did not work during the lockdown period and months affected.
- Employee Payslip covering the period of reimbursement and the payslip must also indicate that payment is for “*Bonus/Annual Bonus*”
- EFT proof of payment reflecting the total amount paid to affected employees.
- Date of the EFT payment should correspond with the date of payment to employees as indicated on the payslip.

b. Employees who were not working during the lockdown period and their employers did not contribute holiday pay bonuses to NBCRFLI because they were not operating during the lockdown period:

- The employer must pay affected employees and submit the following documents to NBCRFLI for a refund:
 - Letter from employer confirming that the information they have provided is the same information that is on the D-Form and also to confirm the period of a shutdown during the lockdown period
 - Schedule of employees (including ID/Passport numbers) who were not working during the lockdown period.
 - Employee Payslip covering the period of reimbursement and the payslip must also indicate that payment is for “*Bonus/Annual Bonus*”
 - EFT proof of payment reflecting the total amount paid to affected employees.
 - Date of the EFT payment should correspond with the date of payment to employees as indicated on the payslip.

4. Employers /companies who cannot afford to pay their employees, NBCRFLI will assist to pay such employees directly, however the above requirements on paragraph 3 (a) and (b) are still applicable.

5. **The period of processing employers refunds will start on the 4th of January 2021.** In this regard, the NBCRFLI will advise the industry as soon as possible when NBCRFLI's system is ready to accept the documentation from employers to claim a refund.
6. NBCRFLI will also advise the industry in due course on the process to be followed and related timelines for those employers who cannot afford to pay their employees and claim refund.
7. **NBCRFLI will strive to pay all employees by no later than 31 January 2021 provided employers submit to NBCRFLI all the required documents timely.** However, where an employer is in a position to make payment to qualifying employees earlier, they may do so and submit a claim for a refund to NBCRFLI which will be processed from 4 January 2021.

We urge employers/companies to provide accurate information, if the information is incorrect NBCRFLI reserves the right to investigate and recover the money that was paid in the form of refund to the employer or in the form of direct payment to the employee.

We trust you find the above in order and should you require clarity, please contact your local agent.

Yours Faithfully

Musa Ndlovu
National Secretary

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