



Circular – 19092017(1)

28 September 2017

To: All Civil Engineering Firms

2017/18 Civil Engineering Shutdown Period and Leave Pay/Bonus Payment.

Industry Shutdown Period

The Bargaining Council for the Civil Engineering Industry propose that the 2017/2018 shutdown period to be from close of business on Friday, 15 December 2017 (last working day) to Friday, 05 January 2018. Monday, 08 January 2018 shall be the first working day.

***Note:** *This is merely a guide and the operational requirements of the client will prevail.*

Employees with less than 5 years' service shall qualify for ⁽¹⁾15 days paid leave and employees with more than 5 years continuous employment qualify for ⁽²⁾18 days paid leave. (It must be noted that an employer must grant an employee an additional day of paid leave if a public holiday falls on a day during an employee's annual leave on which the employee would ordinarily have worked.)

Please note that whenever any public holiday falls on a Sunday, the following Monday shall be a public holiday.

All employees are entitled to their full leave pay and bonus on completion of 235 "working days" worked on a five-day week basis or 283 "working days" on a six-day week basis, excluding overtime

Calculating "working days"

A maximum of 235 "working days" (5-day working week) or 283 "working days" (6-day working week) may be worked during a single year and are calculated as follows:

	5-day week	6-day week
Number of days in a year	365	365
Minus Saturdays and Sundays	104	52
Annual leave (working days)	15	18
Public holidays	11 <i>(16 December falls on a Saturday)</i>	12

Calculating leave pay

An employer shall grant to an employee who has completed less than five (5) continued years' service but who has been in employment for longer than four (4) months in the aggregate, fifteen (15) working days leave on full pay in respect of each completed period of twelve (12) months of employment accumulated at 1.25 days per month.

CIRCULAR | 19092017(1)

An employer shall grant an employee who has completed five (5) continuous years' of service with that employer, 18 working days leave, accumulated at 1.5 days per month.

Calculation of leave pay for a five (5) day work week:

Normal weekly wage rate (excluding allowances)	X	⁽¹⁾ 15 days/ ⁽²⁾ 18 days where employee is Entitled to additional leave	X	Number of days worked	÷	235 days (5 day worker)
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Pro rata leave pay is calculated as follows for a six (6) day work week:

Normal weekly wage rate (excluding allowances) x 15 days or 18 days (if an employee qualifies) x number of 'working days' worked ÷ 283 working days

Normal weekly wage rate (excluding allowances)	X	⁽¹⁾ 15 days/ ⁽²⁾ 18 days where employee is Entitled to additional leave	X	Number of days worked	÷	283 days (6 day worker)
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Calculating leave pay bonus

An employer must pay an employee an annual bonus of 20 working days' pay.

New employees and employees who have not worked all the available working days during the year, are entitled to a pro rata portion of their bonus:-

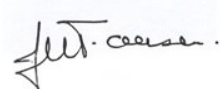
1. An employee who is employed by the employer in December of the year in which a bonus amount is to be paid and who has been continuously so employed for at least 3 months, but for less than one full year, shall be entitled to a pro rata bonus payment; or
2. Where an employee is absent for more than 10 working days in any one year, the bonus payment to which he or she is entitled shall be reduced by the proportion of total working days lost to total possible working days in a year.

Pro rata leave bonus is calculated as follows:

20 days x 9 hours x rate per hour x calendar days worked (excluding overtime) ÷ 235

Please contact the offices of the **BCCEI on (011) 450 4966/63** should you need further clarity on the above.

Kind Regards



BCCEI General Secretary

JN Faasen