



BCCEI

Bargaining Council for the
Civil Engineering Industry

September 2020

To: All Civil Engineering Firms

Industry Shutdown 2020 / 2021

The Bargaining Council for the Civil Engineering Industry (BCCEI) proposes that the 2020/20201 shutdown period could be any period from Monday 14 December 2020 (last working day is Friday, 11 December 2020, up to and including Monday, 4th January 2021, returning to work on Tuesday 5 January 2021. **Note: These dates are merely a guide and the operational requirements of individual companies will prevail.*

Employees with less than 5 years' service shall qualify for 15 days paid leave and employees with more than 5 years continuous employment qualify for 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.

Exemptions

Should you be unable to meet any of the obligations contained in the respective BCCEI Collective Agreements, you are reminded of your right to apply for exemption. Also, please remember your right to apply for condonation should you not have submitted your exemption application in time. Employers must follow the application for exemption guidelines in the Conditions of Employment Collective Agreement and attach all necessary documents.

JHB | Block F, Eastgate Office Park, 24 South Boulevard Road, Bruma, 2198 ▪ **Tel.** (011) 450 4963/6 | **Fax.** 086 550 4995

DBN | Suite 102, Gateview Office Park, 3 Sugarclose, Umhlanga Ridge, Durban, 4320 ▪ **Tel.** 010 001 0097 | **Fax.** 086 550 4995

CT | White Oak Terraces, Old Oak Office Park, Edmar Street, Durbanville, 7750 ▪ **Tel.** 010 001 0096 | **Fax.** 086 550 4995

PE | 51 6th Avenue, Newton Park, Port Elizabeth, 6055 ▪ **Tel.** 010 001 0098 | **Fax.** 086 550 4995

EL | Shop 11C, Beacon Bay Crossing Centre, Cnr N2 & Bonza Bay Road, Beacon Bay, East London, 5241 ▪ **Tel.** 010 001 0099 | **Fax.** 086 550 4995

Please note that an omission to complete the application in full or not to attach the required documentation may result in the application being rejected.

Please note Your exemption application must be sent to: exemptionsapplications@bccei.co.za

Appeal applications must be sent to: appealapplications@bccei.co.za.

Calculating leave pay:

1. 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.
2. An employer shall grant an employee who has completed five (5) continuous years of service with the same employer, 18 working days leave, accumulated at 1.5 days per month.

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

Normal daily 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 allowance) x 15 days or 18 days (if an employee qualifies) x number of 'working days' worked ÷ 283 working days

Normal daily 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 of Year-End Bonus

An employer must pay an employee an annual bonus of twenty (20) working day's pay.

New employees and employees who have not worked all the available working days during the year, are entitled to a pro-rate 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 three (3) months, but for less than one full year, shall be entitled to a pro-rata bonus payment; and

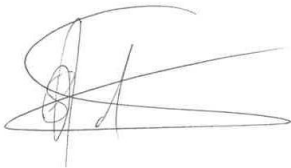
2. Where an employee is absent for more than ten (10) working days in any one year, the bonus payment to which he or she is entitled shall be reduced by the proportion of total working days lost to total possible working days in a year.

Pro-Rata leave bonus is calculated as follows:

20 days x 9 hours x rate per hour x calendar days worked (excluding overtime) ÷ 235 for 5 day worker or 283 for a 6 day worker

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

Kind Regards

A handwritten signature in black ink, appearing to read 'Kevin Moodley', with a large, sweeping flourish extending to the right.

Kevin Moodley

Acting General Secretary