

MASTER BUILDERS ASSOCIATION NORTH

CMA OFFICE & CONFERENCE PARK
NO. 1 SECOND ROAD (OFF 16TH ROAD)
HALFWAY HOUSE, MIDRAND

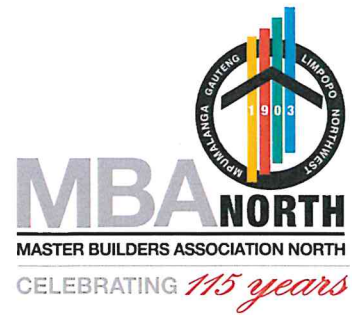
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15 October 2019

**Attention: MASTER BUILDERS ASSOCIATION NORTH MEMBERS
BUILDING INDUSTRY COMPANIES**

PER: www.mbanorth.co.za

TO WHOM IT MAY CONCERN:

**RE: ANNUAL SHUTDOWN / BUILDERS BREAK 2019 – 2020
NORTHERN PROVINCES**

1. The above-mentioned matter bears reference.
2. Kindly take note that neither the Gauteng, nor Mpumalanga, Limpopo or North-West provinces have a Bargaining Council in place for the building industry, and therefore there is no statutory Builders Holiday.
3. The decision and announcement of the Builders Break is therefore, at present, decided in terms of an industry understanding as well as a guideline provided by the Master Builders Association North (MBA North) annually. This is however not prescriptive and serves a mere advisory role.
4. In principal, it is recommended that the entire industry, including contractors, subcontractors, suppliers and alike close their businesses until the New Year, in order to give their staff leave during this period.
5. The minimum entitlement of employees is as follows:
 - 5.1. Every employee is entitled, under the provisions of the Basic Conditions of Employment Act, to at least 21 consecutive days (i.e. 15 working days) leave of absence on full pay in respect of each period of 12 consecutive months of employment.
 - 5.2. In addition to the above, the leave must be extended by an extra working day on full pay for each Public Holiday which falls on what otherwise would have been a normal working day during the leave period.
 - 5.3. During the December 2019 and January 2020 period, there are four public holidays which fall on normal working days, namely Monday 16 December 2019, Wednesday 25 December 2019, Thursday 26 December 2019 and Wednesday 1 January 2020.

6. The MBA North recommended period for builders break for 2019 / 2020 will run from the last day of work on Friday 13 December 2019, until Friday 10 January 2020, returning to work Monday 13 January 2020.
7. It is advisable that your company has a policy folder in place, dealing with all staff matters to ensure that all staff are informed of internal policies and procedures, as well as have certainty on how to approach these matters.
8. If you are unsure as to when you should give your staff leave, have any enquiries in respect of your staff's leave entitlement, or require a policy file, kindly contact Lizelle Pretorius at MBA North (lizelle@mbanorth.co.za) or 011 805 6611.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Mohau Mphomela', is written over a horizontal line. The signature is somewhat stylized and includes a large circular flourish on the left side.

Mohau Mphomela

Executive Director

Master Builders Association North