

17 Augustus 2015

## **NUUS IN DIE BRANDING 19 / 2015**

### **EVALUEER DIE DIENSLEWERING VAN DIE SAOU (LIMPOPO) EVALUATE THE SERVICE OF THE SAOU (LIMPOPO)**

In Nuusbrief 25 van 2015, het die SAOU (Nasionaal) lede versoek om die vraelys te voltooi wat sal aandui hoe lede die dienslewering van die SAOU in hulle provinsie ervaar. Lede moet individueel ingaan op die webwerf en die stappe volg soos uiteengesit in genoemde nuusbrief. Die SAOU (Limpopo) wil lede aanmoedig om gebruik te maak van hierdie meganisme wat ons in staat sal stel om voortdurend te verbeter aan ons diensleweringmodel aan lede in Limpopo.

*In Newsletter 25 of 2015, SAOU (National) requested members to complete the survey questionnaire regarding the service delivery model of the SAOU in each province. Members must access the website individually and follow the steps as indicated. The SAOU (Limpopo) want to encourage members to use this tool to ensure sustainable and improved service delivery to our members in Limpopo.*

### **KEUSE VAN BONUSMAAND CHOICE OF SERVICE BONUS MONTH**

SAOU (Limpopo) wil graag alle lede daaraan herinner dat alle departementele werknemers 'n eenmalige keuse het oor die maand waarin hulle diensbonus moet uitbetaal. Die huidige stand van sake is dat dit in die verjaardagmaand val. Werknemers het tot 31 Desember 2015 om 'n verandering aan die diensbonusmaand te bring, daarna sal die status quo gehandhaaf word. Nuwe aanstellings sal by aanstelling die geleentheid hê om 'n eenmalige keuse te maak. Sien aangeheg die amptelike omsendskrywe en die vorm. Lede word gemaan om 'n afskrif van hulle keuse te hou vir latere verwysing, indien nodig.

*SAOU (Limpopo) wants to remind members that all departmental employees must make a once-off choice as to the month in which they wish to receive their service bonus. Currently everybody receives it in the birthday month. All employees have until 31 December 2015 to exercise their choice, should they want to change to another month. After 31 December 2015 the status quo will remain. New appointees will have the opportunity to make that choice when they are appointed. See the attached official circular as well as the choice form. Members are reminded to always keep a copy of their choice form for further reference, if needed.*



**the dpsa**

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**TO: ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS**

**RE: PAYMENT OF THE 13<sup>TH</sup> CHEQUE/SERVICE BONUS FOR SALARY LEVELS 1-16 WITH EFFECT FROM 1<sup>ST</sup> MARCH 2016**

Following the conclusion of PSCBC Resolution 2 of 2015 on 20<sup>th</sup> May 2015, Parties agreed to amend the date for the payment of the 13<sup>th</sup> cheque/service bonus as follows:

**1. SERVING EMPLOYEES**

- 1.1 By 31<sup>st</sup> December 2015 all employees must have made a once-off election on the date of payment of the 13<sup>th</sup> cheque/service bonus. The new payment dates will take effect on 1<sup>st</sup> March 2016, which is the beginning of the new tax year.
- 1.2 The *status quo* shall remain for all those employees who do not make an election by 31<sup>st</sup> December 2015, i.e. they will continue to receive their service bonus/13<sup>th</sup> cheque during the month of their birth and no further opportunity will be allowed to choose an alternate date.

**2. NEW EMPLOYEES**


- 2.1 All new employees appointed with effect from 1 March 2016 shall on the date of appointment be afforded an opportunity to make a once-off election on the date of payment of the 13<sup>th</sup> cheque/service bonus.

**3. TRANSITIONAL ARRANGEMENTS**

- 3.1 The Employer will ensure that the transitional period of implementing the new dispensation of the 13<sup>th</sup> cheque/service bonus, does not adversely affect employees.
- 3.2 Employees will still be permitted to make a choice of the recurring taxation method on the payment of their bonus/13<sup>th</sup> cheque, i.e. spreading and smoothing out their tax liability for their bonus/13<sup>th</sup> cheque over a twelve (12) month period. This will be done only in April of each year.

#### 4. REPORTING REQUIREMENTS

- 4.1 With to minimizing interpretation and application disputes, all National/Provincial Departments and Provincial Administrations are required to ensure that the contents of this Circular have been brought to the attention of all employees to enable them to make an election before the 31<sup>st</sup> December 2015.
- 4.2 Confirmation must be submitted to the DPSA before or on 1 December 2015. An *exemplar (pro forma)* document is herewith attached for use by Departments to ensure that each employee makes his or her election prior to the cut-off date.

  
DIRECTOR-GENERAL  
DATE: 17/10/2015

**PAYMENT OF THE 13<sup>TH</sup> CHEQUE / SERVICE BONUS WITH EFFECT FROM 1<sup>ST</sup> MARCH 2016**

Surname							
Initials							
Persal Number							
Contact Number							
Province							
Department							

I hereby exercise my choice regarding the date of payment of my 13<sup>th</sup> cheque/service bonus with effect from 1<sup>st</sup> March 2016 as provided for in part 7 of Resolution 2 of 2015.

Please indicate your once-off choice with an X in the relevant block next to the month.

JAN	
FEB	
MAR	
APR	
MAY	
JUN	

JUL	
AUG	
SEP	
OCT	
NOV	
DEC	

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE