



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001. Tel: (012) 336 1000, Fax: (012) 326 7802
Private Bag X9148, CAPE TOWN, 8000. Tel: (021) 467 5120, Fax: (021) 467 5484

Enquiries: Gladys Mkwanazi Tel: (012) 336 1199 Ref: 17/18/P

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

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

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

1. SERVING EMPLOYEES

- 1.1 By 31st December 2015 all employees must have made a once-off election on the date of payment of the 13th cheque/service bonus. The new payment dates will take effect on 1st 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 31st December 2015, i.e. they will continue to receive their service bonus/13th 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 13th cheque/service bonus.

3. TRANSITIONAL ARRANGEMENTS

- 3.1 The Employer will ensure that the transitional period of implementing the new dispensation of the 13th 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/13th cheque, i.e. spreading and smoothing out their tax liability for their bonus/13th 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 31st 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: 19/07/2015

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

| | | | | | | | |
|-----------------------|--|--|--|--|--|--|--|
| Surname | | | | | | | |
| Initials | | | | | | | |
| Persal Number | | | | | | | |
| Contact Number | | | | | | | |
| Province | | | | | | | |
| Department | | | | | | | |

I hereby exercise my choice regarding the date of payment of my 13th cheque/service bonus with effect from 1st 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