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Our ref: L Kruger

04 November 2016

Regional Managers
Senior Agents
All Agents
Project Manager, CDR

Dear All

**ANNUAL SHUTDOWN PROVISIONS (CLAUSE 16), CALCULATION OF LEAVE PAY (CALUSE 12)
AND, LEAVE ENHANCEMENT PAY (LEAVE BONUS)-(CLAUSE 14)**

We enclose a guide schedule relating to the above.

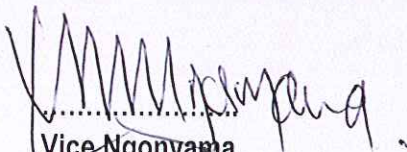
The schedule has been designed in such a way that it can be emailed or faxed to employers/employees upon enquiry. The schedule will also be posted on the website (www.meibc.co.za) under the "news items" menu item.

Please ensure that all your staff, in particular Agents, are aware of this.

We also suggest that you "workshop" this matter with all your Agents to ensure that they have a full understanding of the issues involved.

Notifications in respect of the additional public holiday of 27 December 2016 have been posted on our website.

Please be guided accordingly.


Vice Ngonyama
GM: Operations

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