

NOTIFICATION OF TEMPORARY LAY-OFF

In terms of Clause 40 of the Collective Agreement No. 53179,
effective from, 01 November 2025

Date: _____

Written notice before completion of the working day, preceding the day of lay-off is hereby given to:

Employee

that he/she will be temporarily laid off starting on _____ and ending
_____, (for a period not exceeding 30 Consecutive working days) as a result
of:

(please tick the applicable reason)

- | | |
|----------------------------------|--------------------------|
| 1. Inclement weather | ☐ |
| 2. Shortage of Material | ☐ |
| 3. Temporary shortage of work | ☐ |
| 4. Loadshedding | ☐ |
| 5. Civil and/or political unrest | ☐ |

Employer business stamp

Clause 40 must be read in conjunction with the Code of Good Practice: Temporary Lay-off, published
<https://www.bibc.co.za/collective-agreement/collective-agreement> as ANNEXURE 2: CODE OF GOOD
PRACTICE: TEMPORARY LAY-OFF

SIGNED (EMPLOYER)

DATE

SIGNED (EMPLOYEE)

DATE

SIGNED (WITNESS)

DATE

All correspondence to be addressed to the Secretary

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Seven Oak Centre, Somerset West • Private Bag X29, Bellville, 7535 • Tel: 021-851 2160 • Fax: 021-950 7405

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