



Established in 1969 by the constituent parties - THE ELECTRICAL CONTRACTORS' ASSOCIATION OF SCOTLAND (now 'SELECT') and UNITE THE UNION

SCOTTISH JOINT INDUSTRY BOARD FOR THE ELECTRICAL CONTRACTING INDUSTRY

THE WALLED GARDEN, BUSH ESTATE
MIDLOTHIAN, EH26 0SB

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SJIB Circular 11/2015

18 December 2015

To all SJIB and SELECT Member Firms

Dear Member,

SJIB Holiday Pay Schemes - Administration Charge

The National Board agreed, at its meeting on 9 December 2015, to increase the holiday pay administration charge to £5.75 per transaction per employee with effect from 4 January 2016.

The Administration Charge is deducted at source by the SJIB and employers are advised to inform their employees of this deduction.

Employers who participate in the Holiday with Pay Scheme are required to complete and return the Holiday with Pay Scheme Request Form. An updated form is attached for your convenience.

Should you require further information please contact michelle.courtney@sjib.org.uk.

Yours faithfully

Fiona Harper
Secretary

Pat Rafferty
For UNITE the Union

Alick Smith
For SELECT

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Holiday with Pay Scheme Request Form

(To be completed by all Members requesting payment from their Holiday with Pay Scheme Account)

Company Name:	<input type="text"/>
Company Account Number:	<input type="text"/>
Amount of Holiday Pay:	<input type="text"/> £
Total number of Employees to be paid:	<input type="text"/>
Payment Request Date:	<input type="text"/>
<p>Please Note: The SJIB must receive the Holiday with Pay Scheme Request Form at least three weeks prior to the date the holiday pay is to be paid to employees.</p> <p>The administration fee is £5.75 per employee and will be deducted at source by the SJIB. Employers are advised to inform their employees of the deduction.</p>	
Authorising Signatory (BLOCK CAPITALS)	<input type="text"/>
Position of Signatory:	<input type="text"/>
Signature:	<input type="text"/>
Date:	<input type="text"/>
Return To:	<p style="text-align: center;">SJIB Finance Department The Walled Garden Bush Estate Midlothian EH26 0SB</p>

Office Use Only:

Administration Fee:

NET Amount to be Paid: