

25 March 2020

Dear Members

Herewith for your consideration the payroll position adopted by a senior MRA executive member company after taking the relevant legal advice, but **please note that this information is provided for voluntary consideration purposes and it is NOT the MRA's official position on the matter:**

"In terms of the COVID-19 Presidential decree, all operations will cease at 4.30pm on Thursday 26 March and we intend re-opening at 7.00am on Friday 17 April, unless the lock-down period is extended (in which case staff will be kept informed via email and WhatsApp).

The company is not obliged to pay staff during this period of forced closure, nor can it afford to do so for an extended period of time. However, the directors have undertaken to assist all staff with the following remuneration plan for this initial 21 day lock-down period (only):

Current pay periods will be paid in full as normal.

Public holidays during the shut period will be paid (2 days).

Each person will be allocated one day "unpaid leave" per week (3 days).

The remaining 10 working days will be paid as "holiday leave", irrespective of whether an individual has accrued sufficient days due i.e. leave day counts will be permitted to go into arrears.

Very importantly please note that we assume your agreement to point 4 above, however you have the right to elect instead for this to be "unpaid leave" – kindly advise HR by 4.30pm if this is your preference.

In the event that the lock-down period is extended beyond 21 days we will issue a new notification, which will rely heavily upon relief from the UIF department - therefore I strongly encourage you to reduce personal expenditure during this time of uncertainty.

Take care and stay calm - all will be well.

Regards

MRA Administration