

January	February	March	April
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
May	June	July	August
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September	October	November	December
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## IMPORTANT DATES

	Submit EMP201 and payment to SARS by 7th of every month		Tax season starts on 1 August for non-provisional individuals
	Submit UIF declaration by the 7th of every month		Standardise documentation in line with QMS ISO 9001
	Medical Aid plan changes for the new year		Workforce planning
	Planned Training		HR Audit
	Employment Equity Manual & Online submission deadlines		Set up feedback sessions (weekly/bi-weekly/monthly basis)
	Quarterly Employment Equity Committee Meeting		Issue Individual Employee IRP5's
	WSP/PTP- ATR/PTR submission deadline to relevant SETA-30 April		Process salary increases
	Developing Standard Operating Procedures		Set Key Performance Indicators (KPI's)/feedback/ Rate performance with the Hi 5 People Data app
	Policy reviewing		Year end function planning
	SARS New Tax year runs from 1 March to 28 February each year		Company wellness day planning/EAP development
	B-BBEE verification audit		Discretionary Grant applications
	Salary benchmarking		Celebrate WINS
	Coaching sessions		

## DAYS TO OBSERVE

	February -Healthy lifestyle awareness month
	9 August - National Womens day
	October - Mental health awareness month
	1st December - World Aids Day
	18 July - Mandela Day - 67 minutes
	24 September -Heritage day
	October - Breast cancer awareness month

## PUBLIC HOLIDAYS

1 January- New years day
21 March - Human Rights Day
10 April - Good Friday
13 April - Family Day
27 April - Freedom Day
1 May- Workers' Day
16 June - Youth Day
9 August - National Women's Day
10 August - Public Holiday
24 September- Heritage Day
16 December - Day of Reconciliation
25 December- Christmas Day
26 December - Day of Goodwill

## NOTE:

- \* The application dates for the Discretionary Grant application window with your Skills and Education Training Authority (SETA)
- \* B-BBEE verification period for your organisation (if applicable)
- \* Check SARS for updates on tax season



Try out the Hi 5 People data app with this link:

<https://www.get5.io/?via=Natalie>