



FURNITURE BARGAINING COUNCIL

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CIRCULAR 10/07

TO ALL EMPLOYERS AND EMPLOYEES IN THE INDUSTRY

Sir/Madam

PRESCRIBED ANNUAL CLOSURE DATES AND PAID PUBLIC HOLIDAYS DECEMBER 2007 AND JANUARY 2008

Please note the following provisions of the Industry's Collective Agreement in respect of annual closure dates and public holidays that fall during Annual Closure dates:

Annual Closure Dates

The Industry's prescribed annual closure dates for December 2007 and January 2008 are:

From the evening of Friday, 14 December 2007 to the morning of Friday, 11 January 2008

NB: During any period of annual closure, no employer shall require or permit an employee to perform work and no employee shall undertake work, whether for remuneration or not.

Public Holidays

Please be advised that all public holidays proclaimed in terms of the Public Holidays Act, 1994 (Act 36 of 1994) are recognised as public holidays in terms of the Industry's Collective Agreement. As such, the following public holidays must be observed as public holidays during December 2007 and January 2008:

| | | |
|------------------|---------------------------|---|
| Monday | - 17 December 2007 | - Day of Reconciliation (In lieu of Sunday 16 December 2007) |
| Tuesday | - 25 December 2007 | - Christmas Day |
| Wednesday | - 26 December 2007 | - Day of Goodwill |
| Tuesday | - 1 January 2008 | - New Years Day |

Remuneration for Public Holidays

Should a public holiday fall on a Sunday, the following Monday must be observed as a public holiday in lieu of the Sunday. Employees must be paid for the Monday only.

- 1.1 Employees are entitled to remuneration for all public holidays which fall during any period of annual closure (provided that they fall on a normal working day or on a Sunday). Remuneration for these public holidays must be equal to the remuneration that an employee would normally have been paid for such a day, should he/she have worked.
- 1.2 In the event of an employee's employment being terminated by an employer seven (7) working days or less prior to an establishment's annual closure, the employee concerned must nevertheless be remunerated for all public holidays that fall within the establishment's annual closure period.

Employer and Employee Contributions payable to the Council during the annual closure period

When an employee is paid wages during the annual closure period, whether this be for time worked, paid public holidays or for any other reason, such hours must be reflected on the establishments' monthly return form, and all employer and employee contributions which are normally payable to the Council must be paid over to the Council for that specific pay week.

Kindly ensure that all provisions of this Circular are complied with. Do not hesitate to contact the Agents of this Council should you require any additional information. Please do not contact any junior staff members of the Council.

A COPY OF THIS CIRCULAR MUST BE DISPLAYED ON YOUR ESTABLISHMENT'S NOTICE BOARD