



FURNITURE BARGAINING COUNCIL

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CIRCULAR 03/09

TO ALL EMPLOYERS IN THE INDUSTRY

Sir/Madam

1. 2009 CONTRIBUTION YEAR (OCTOBER 2008 TO SEPTEMBER 2009)

- **Deadline for the Submission of Monthly Return Forms**
- **Deadline for the Payment of Levies, Contributions and Employee Loan Repayments**
- **Payout of Leave Pay Fund Contributions and Holiday Bonus Fund Contributions**

In terms of the provisions of the Industry's Collective Agreement, all employer and employee council levies, employer and employee contributions and employee housing and emergency fund loan repayments which are payable to the Council, must be paid to the Council by not later than the **10th day** of each month, following the month to which these levies, contributions and loan repayments relate.

You are hereby informed that:

- All **monthly return forms** due to the Council for the contribution year **October 2008 to September 2009** must reach the Council's offices by not later than **Friday, 16 October 2009**.
- All **payments for levies, contributions and employee loan repayments** due to the Council for the contribution year **October 2008 to September 2009** must be paid to the Council by not later than **Friday, 16 October 2009**.
- All **Leave Pay Fund Contributions** and all **Holiday Bonus Fund contributions** which are not paid to the Council for the contribution year **October 2008 to September 2009**, by **Friday, 16 October 2009** may only be paid to employees in 2010.

NB: The Council reserves the right to inform all employees who do not qualify for their full entitlement of their 2009 Leave Pay Fund contributions and/or their 2009 Holiday Bonus Fund contributions due to any non compliance with this circular and the Industry's Collective Agreement.

You are accordingly requested to ensure that you comply with the above instructions and the relevant legislation which regulates the above matters.

2. PRESCRIBED ANNUAL CLOSURE DATES - DECEMBER 2009 AND JANUARY 2010

Establishments may themselves, to a **limited extent**, determine their own annual closure dates for December 2009 and January 2010, for a period of **fifteen (15) consecutive working days** as follows:

The first day of annual closure for all establishments must be from Monday, **14 December 2009** up until Tuesday, **22 December 2009** and the last day of annual closure for all establishments must be from Wednesday, **6 January 2010** up until Wednesday, **13 January 2010**.

Any queries that you may have regarding this Circular must be directed to your area agent or the Council's Inspectorate Department. Please do not direct any queries you may have regarding this Circular to any of the Council's junior staff members.