



FURNITURE BARGAINING COUNCIL

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CIRCULAR 07/10

TO ALL EMPLOYERS IN THE INDUSTRY

1. 2010 CONTRIBUTION YEAR (OCTOBER 2009 TO SEPTEMBER 2010)

- **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 2009 to September 2010** must reach the Council's offices by not later than **Friday, 15 October 2010**.
- All **payments for levies, contributions and employee loan repayments** due to the Council for the contribution year **October 2009 to September 2010** must be paid to the Council by not later than **Friday, 15 October 2010**.
- All **Leave Pay Fund contributions** and all **Holiday Bonus Fund contributions** which are not paid to the Council for the contribution year **October 2009 to September 2010**, by **Friday, 15 October 2010** may only be processed and paid to employees in 2011.

NB: No establishment may pay directly to its employees Leave Pay Fund contributions and Holiday Bonus Fund contributions. These contributions must be paid to the Council in terms of the industry's collective agreement.

The Council reserves **the right to inform all employees** who do not qualify for their full entitlement of their 2010 Leave Pay Fund contributions and/or their 2010 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 2010 AND JANUARY 2011

Establishments may themselves, to a **limited extent**, determine their own annual closure dates for December 2010 and January 2011, for a period of **fifteen (15) consecutive working days** as follows:

The first day of annual closure for all establishments must be between the evenings of **Wednesday, 15 December 2010** and **Thursday, 23 December 2010** and the last day of annual closure for all establishments must be between the evenings of **Friday, 7 January 2011** and **Friday, 14 January 2011**.

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 other staff members.

