



## FURNITURE BARGAINING COUNCIL

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### CIRCULAR 08/11

#### TO ALL EMPLOYERS IN THE INDUSTRY

#### 1. 2011 CONTRIBUTION YEAR (OCTOBER 2010 TO SEPTEMBER 2011)

- **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 **10<sup>th</sup> 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 2010 to September 2011** must reach the Council's offices by not later than **Friday, 14 October 2011**.
- All **payments for levies, contributions and employee loan repayments** due to the Council for the contribution year **October 2010 to September 2011** must be paid to the Council by not later than **Friday, 14 October 2011**.
- All **Leave Pay Fund contributions** and all **Holiday Bonus Fund contributions** which are not paid to the Council for the contribution year **October 2010 to September 2011**, by **Friday, 14 October 2011** may only be processed and paid to employees in 2012.

**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 2011 Leave Pay Fund contributions and/or their 2011 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 2011 AND JANUARY 2012

Establishments may themselves, to a **limited extent only**, determine their establishment's own annual closure dates for **December 2011 and January 2012**, 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 **Friday, 9 December 2011** and **Friday, 23 December 2011** and the last day of annual closure for all establishments must be between the evenings of **Tuesday, 3 January 2012** and **Monday, 16 January 2012**.

**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 other Council staff members.**