



FURNITURE BARGAINING COUNCIL

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CIRCULAR 10/11

TO ALL EMPLOYERS AND EMPLOYEES

PRESCRIBED ANNUAL CLOSURE DATES AND PAID PUBLIC HOLIDAYS - DECEMBER 2011 AND JANUARY 2012

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.

1. Annual Closure Dates

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

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.

2. Public Holidays

The following public holidays must be observed during December 2011 and January 2012 and employees must be paid for these public holidays **in accordance with point 3 of this Circular**.

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|--------|---|------------------|---|--|
| Friday | - | 16 December 2011 | - | Day of Reconciliation |
| Sunday | - | 25 December 2011 | - | Christmas Day |
| Monday | - | 26 December 2011 | - | Day of Goodwill |
| Sunday | - | 1 January 2012 | - | New Years Day |
| Monday | - | 2 January 2012 | - | Public holiday in lieu of Sunday, 1 January 2012 |

3. 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.

- 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 of the establishment, 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, had he/she worked on that day.
- 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.

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

Where an employee qualifies for the payment of wages for paid public holidays during the annual closure period, the time which is to be used to determine the employee's wages must be reflected on the establishment's monthly return form, and all employer and employee levies and contributions, which are normally payable to the Council based on this time, 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 Council's Inspectorate Department should you require any additional information. Please do not contact any junior staff members of the Council regarding any of the above matters.

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