



FURNITURE BARGAINING COUNCIL

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CIRCULAR 17/20

TO ALL EMPLOYERS AND EMPLOYEES IN THE INDUSTRY

1. PRESCRIBED INDUSTRY ANNUAL CLOSURE DATES - DECEMBER 2020 TO JANUARY 2021

Establishments in the Industry may determine their own annual closure dates between December 2020 and January 2021, subject thereto that:

- All establishments are closed for a period of **fifteen (15) consecutive working days**.
- Annual closure dates for all establishments shall be between **Tuesday, 1 December 2020** and **Sunday, 31 January 2021**.
- Establishments who want to close outside the above determined dates, **must apply** in writing to the Council for an exemption from the prescribed annual closure dates.

2. PROVIDENT FUND, LEAVE PAY FUND AND HOLIDAY BONUS FUND STATEMENTS

Provident Fund, Leave Pay Fund and Holiday Bonus Fund statements will be delivered to the establishments from the beginning of **December 2020**.

Establishments are advised to ensure that all employees at their establishments receive their Provident Fund, Leave Pay Fund and Holiday Bonus Fund statements, before each establishment's annual closure date in **December 2020**.

Please be reminded that the employees have the right to receive their annual Provident Fund, Leave Pay Fund and Holiday Bonus Fund statements, and they may lodge appropriate complaints against employers who fail to distribute such statements timeously when received from the Council.

In the event that there are members complaining that they have not received their Provident Fund, Leave Pay Fund and Holiday Bonus Fund statements, all future statements may be distributed directly to such members by the area agent.

3. ANNUAL CLOSURE OF THE COUNCIL'S OFFICES – DECEMBER 2020 TO JANUARY 2021

The Council's offices will be closed as from 12:00 on the afternoon of Thursday, 24 December 2020 and will re-open at 08:00 on Monday, 4 January 2021.

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.