



FURNITURE BARGAINING COUNCIL

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CIRCULAR 11/18

TO ALL EMPLOYERS IN THE INDUSTRY

1. PRESCRIBED ANNUAL CLOSURE DATES - DECEMBER 2018 AND JANUARY 2019

Establishments in our Industry may determine their own annual closure dates between December 2018 and January 2019, subject thereto that:

- the Establishments are closed for a period of **fifteen (15) consecutive working days**.
- The first day of annual closure for all establishments shall be between **Friday, 14 December 2018 and Friday, 21 December 2018**.
- Establishments who want to close outside the above determined dates, **must apply** in writing to the Council for 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 establishments during the month of **December 2018**.

Establishments are advised to ensure that all employees in the industry receive their Provident Fund, Leave Pay Fund and Holiday Bonus Fund statements before each establishment's annual closure date in **December 2018**.

Please be reminded that members have the right to receive their annual Provident Fund statements, and they may lodge complaints against employers who fail to distribute provident fund statements.

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.