



## FURNITURE BARGAINING COUNCIL

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### CIRCULAR 07/15

### TO ALL EMPLOYERS IN THE INDUSTRY

#### 1. 2015 CONTRIBUTION YEAR (OCTOBER 2014 TO SEPTEMBER 2015)

- **Deadline for the Submission of Monthly Return Forms.**
- **Deadline for the Payment of Monies due to the Council for Levies, Fees, 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 Agreements, all employer and employee council levies, fees, 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, fees, contributions and loan repayments relate.

#### **You are hereby informed that:**

- All **monthly return forms** due to the Council for the contribution year **October 2014 to September 2015** must reach the Council's offices by not later than **Friday, 16 October 2015**.
- The **payment of all monies for levies, fees, contributions and employee loan repayments** due to the Council for the contribution year **October 2014 to September 2015** must be paid to the Council by not later than **Friday, 16 October 2015**.
- All **Leave Pay Fund contributions** and all **Holiday Bonus Fund contributions** which are not paid to the Council for the contribution year **October 2014 to September 2015**, by **Friday, 16 October 2015** may only be processed and paid to employees in **2016**.

**NB: No establishment may pay directly to its employees Leave Pay Fund contributions and Holiday Bonus Fund contributions** which are payable to this Council. These contributions must be paid to this Council in terms of the Industry's Main Collective Agreement.

The Council reserves **the right to inform all employees** who do not qualify for their full entitlement of their 2015 Leave Pay Fund contributions and/or their 2015 Holiday Bonus Fund contributions due to any non-compliance with this circular and the Industry's Main Collective Agreement.

All establishments are accordingly requested to ensure that they comply with the above instructions and the relevant legislation which regulates the above matters.

#### 2. PRESCRIBED ANNUAL CLOSURE DATES - DECEMBER 2015 AND JANUARY 2016

Establishments may themselves, to a **limited extent only**, determine their establishment's own annual closure dates for **December 2015 and January 2016**, as follows:

The annual closure for all establishments must be for a period of **fifteen (15) consecutive working days** between the evening of **Friday, 4 December 2015** and the evening of **Friday, 18 December 2015**.

**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.**