



FURNITURE BARGAINING COUNCIL

Room 1101 ♦ 11th Floor ♦ Arcadia Centre ♦ 376 Steve Biko Street ♦ Arcadia ♦ Pretoria
Correspondence to be addressed to: THE REGIONAL MANAGER ♦ Post Office Box 57086 ♦ Arcadia ♦ 0007
Telephone (012) 323-2700 ♦ Facsimile (012) 323-9841 ♦ e-mail pretoria@furnbed.co.za ♦ Website www.furnbed.co.za

CIRCULAR 08/16

TO ALL EMPLOYERS IN THE INDUSTRY

1. 2016 CONTRIBUTION YEAR (OCTOBER 2015 TO SEPTEMBER 2016)

- **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 **10th 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 2015 to September 2016** must reach the Council's offices by not later than **Friday, 14 October 2016**.
- The **payment of all monies for levies, fees, contributions and employee loan repayments** due to the Council for the contribution year **October 2015 to September 2016** must be paid to the Council by not later than **Friday, 14 October 2016**.
- All **Leave Pay Fund contributions** and all **Holiday Bonus Fund contributions** which are not paid to the Council for the contribution year **October 2015 to September 2016**, by **Friday, 14 October 2016** may only be processed and paid to employees in **2017**.

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 2016 Leave Pay Fund contributions and/or their 2016 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 2016 AND JANUARY 2017

Establishments may, within the given guidelines, determine their establishment's own annual closure dates for **December 2016 and January 2017**, as follows:

The annual closure for all establishments must be for a period of **fifteen (15) consecutive working days** between the evening of **Friday, 9 December 2016** and the evening of **Friday, 23 December 2016**.

It further serves to mention that President Jacob Zuma has declared **Tuesday, 27 December 2016** a public holiday in terms of the Public Holidays Act, following a request from Fedusa.

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.