



## FURNITURE BARGAINING COUNCIL

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### CIRCULAR 08/17

#### TO ALL EMPLOYERS IN THE INDUSTRY

##### 1. 2017 CONTRIBUTION YEAR (OCTOBER 2016 TO SEPTEMBER 2017)

- **Deadline for the Submission of Monthly Return Forms; Deadline for the Payment of Monies due to the Council for Levies, Fees, Contributions and Employee Council Loan Repayments; Payout of Employee 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 Council levies, fees, contributions and employee Council loan repayments relate.

##### You are hereby informed that:

- All **monthly return forms** due to the Council for the contribution year **October 2016 to September 2017** must reach the Council's offices by not later than **Friday, 20 October 2017**.
- The **payment of all monies for Council levies, fees, contributions and employee Council loan repayments** due to the Council for the contribution year **October 2016 to September 2017** must be paid to the Council by not later than **Friday, 20 October 2017**.
- All **Leave Pay Fund contributions** and all **Holiday Bonus Fund contributions** which are not received by the Council for the contribution year **October 2016 to September 2017**, by **Friday, 20 October 2017** may only be processed and paid to employees in **2018**.

**NB: No establishment/employer 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 2017 Leave Pay Fund contributions and/or their 2017 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 2017 AND JANUARY 2018

Establishments/employers may determine their annual closure dates for **December 2017 and January 2018** as follows:

The prescribed annual closure for all establishments must be for a period of **fifteen (15) consecutive working days**, which must be between the **first day of December 2017** and the **last day of January 2018**.

**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.**