



## FURNITURE BARGAINING COUNCIL

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### CIRCULAR 02/23

#### TO ALL EMPLOYERS AND EMPLOYEES

#### DEATH AND FUNERAL SCHEME CONTRIBUTIONS FOR INACTIVE EMPLOYEES/MEMBERS and EPIC ESTABLISHMENT ASSESSMENT EXCEL EXTRACT

##### 1. Death and Funeral Scheme contributions for inactive employees/members

The Council has received various requests from establishments to be afforded the opportunity to pay ONLY Death and Funeral Scheme (DFS) contributions for a particular inactive employee to remain covered for the benefit, even though such employee has worked zero (0) hours in a specific week, while still employed. This may occur where such an employee is on maternity leave, sick leave or for any other similar reason.

The Council has instructed its IT- team to perform the necessary development to accommodate this Industry need and this feature is currently available on our system.

In order for the establishment to contribute towards the DFS-benefit in these circumstances, the establishment is required to perform the following three (3) actions:

1. Forward a written request/notice to Council in which it notifies Council of the intention to continue to contribute towards DFS on behalf of the employee/member, to allow Council to perform the necessary set-up and load an exception on the Council system for that particular employee/member to allow for DFS cover; and
2. Import its EPIC return onto the Council system reflecting such employee/member with zero (0) hours worked; and
3. After successful import of the return onto the Council's system but before approval of the return, ensure that the validation/assessment report reflects that the DFS contribution was calculated for that particular employee/member.

Please keep in mind that once the exception has been loaded by Council onto the Council's system, if no employee contribution is received from the employee via the establishment, the employer or the establishment will be liable for the full contribution.

##### 2. EPIC Establishment assessment Excel extract

Due to various requests from the Industry the Council has made available on the EPIC system, an additional selection on the report menu of EPIC in order to extract the current or prior monthly assessment validation reports, in Excel format. This additional report selection on EPIC is reflected as "Establishment Assessment Extract-Web" for your convenience.

This will allow you to compare the contribution values with your payroll values.

**Kindly ensure that the provisions of this Circular are complied with. Do not hesitate to contact the Council's Inspectorate Department should you require any additional information.**

**Please do not contact any junior staff members of the Council in this regard.**

**A COPY OF THIS CIRCULAR MUST BE DISPLAYED ON YOUR ESTABLISHMENT'S NOTICE BOARD**