



## FURNITURE BARGAINING COUNCIL

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### **CIRCULAR 03/24**

### **TO ALL EMPLOYERS**

### **CORRECT METHOD TO CAPTURE, REFLECT AND IMPORT WEEKLY HOURS FOR PAID PUBLIC HOLIDAYS ON EPIC**

It has come to the Council's attention that some establishments have been capturing, reflecting and importing the number of weekly hours for paid Public Holidays during the December 2023 and January 2024 period incorrectly. It is further noted that the establishments either combined paid Public Holidays in one of the weeks in December 2023 or combined the paid Public Holidays of December 2023 with the paid Public Holidays in January 2024, probably due to the annual closure of the establishment and the industry, or to match the establishments' payrolls.

It is important to note that the system of the Council is set up to calculate weekly hours as captured, reflected and imported by the establishment, in accordance with the prevailing Main Collective Agreement. Therefore, any paid Public Holidays must be reflected on the return within the week it occurs on the calendar. Any deviation from this may result in the system calculating an advantage or disadvantage to either the employee or the employer, which may result in a difference between the payroll calculation and the Council's system calculation and therefor may cause variances or discrepancies.

Consequently, the December returns should reflect the paid Public Holidays in the specific weeks of December in which they occur and the January returns should reflect the paid Public Holidays in the specific weeks of January in which they occur. Thus, hours for paid Public Holidays must always be reflected in the actual particular applicable weeks, on the returns concerned

When the establishment's closure period is known, the paid Public Holidays weekly hours could have been captured, reflected and imported in advance before the annual closure by the responsible staff members of the establishment, on the December 2023 and January 2024 returns. Alternatively, the paid Public Holidays weekly hours could have been captured, reflected and imported in January 2024, as returns for December 2023 is only due by the 10<sup>th</sup> of January 2024 and the returns for January 2024 is only due by the 10<sup>th</sup> of February 2024.

**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.**