



FURNITURE BARGAINING COUNCIL

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CIRCULAR 11/24

TO ALL EMPLOYERS AND EMPLOYEES IN THE INDUSTRY

1. PRESCRIBED INDUSTRY ANNUAL CLOSURE DATES - DECEMBER 2024 TO JANUARY 2025

In terms of Clause 9.6.1 of Chapter 1 of the prevailing Main Collective Agreement, the Industry's Annual Closure shall be for a period of 15 (fifteen) consecutive working days, between 1 December of each year and 31 January of the following year, or as otherwise prescribed by the Council from time to time.

Establishments in the Industry may therefore in general determine their own annual closure dates between December 2024 and January 2025, subject to the fifteen (15) consecutive working days' requirement.

An establishment who still elects to close outside the above determined dates and has the support of not less than 75% of its employees who are covered by the Collective Agreement, may apply in writing to the Council for an exemption from the above prescribed annual closure dates. In terms of clause 9.6.3 of Chapter 1 of the prevailing Collective Agreement, such applications must be in writing on the prescribed application form, accompanied by the necessary supporting documentation.

If an establishment closes for a period of less than 15 (fifteen) consecutive working days and an employee requests to take the remainder of his/her 15 leave days after re-opening, the employer must grant such remaining leave days, to the employee prior to the last working day of **May 2025**.

2. PROVIDENT FUND, LEAVE PAY FUND AND HOLIDAY BONUS FUND STATEMENTS

Provident Fund, Leave Pay Fund and Holiday Bonus Fund statements will be delivered to the establishments from the beginning of **December 2024**.

Establishments are advised to ensure that all employees at their establishments receive their Provident Fund, Leave Pay Fund and Holiday Bonus Fund statements, before each establishment's annual closure date in **December 2024**.

Please be reminded that the employees have the right to receive their annual Provident Fund, Leave Pay Fund and Holiday Bonus Fund statements as soon as possible after such statements have been distributed by Council to the establishments. If any establishment fails to present their employees' individual statements to them, such employees may lodge appropriate complaints with the Council against the employers concerned, in which event those statements and all future statements may be distributed, directly to such members by the area agent.

3. ANNUAL CLOSURE OF THE COUNCIL'S OFFICES – DECEMBER 2024 TO JANUARY 2025

The Council's offices will be closed as from 12:00 on the afternoon of Friday, 20 December 2024 and will re-open at 08:00 on Monday, 6 January 2025.

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.