

# BARGAINING COUNCIL FOR THE FURNITURE MANUFACTURING INDUSTRY OF THE WESTERN CAPE

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26 September 2011

No. 11/11

**TO ALL EMPLOYERS AND EMPLOYEES IN THE FURNITURE MANUFACTURING INDUSTRY**

## **ANNUAL HOLIDAY SHUT-DOWN – 2011/2012**

The Council's Main Collective Agreement does not stipulate a December shut down period.

Traditionally the Industry shuts down for 15 consecutive working days, commencing not before the 16<sup>th</sup> December and no later than the 23<sup>rd</sup> December.

<b>Closing Date Last Working Day</b>	<b>Opening Date First Working Day</b>	<b>Paid Public Holidays</b>
15/12/2011	11/01/2012	<b>Please note that 16 December 2011, 26 December 2011 and 2 January 2012 are public holidays and employees must be paid a day's pay in respect of each of these days prior to going on leave.</b>
19/12/2011	12/01/2012	
20/12/2011	13/01/2012	
21/12/2011	16/01/2012	
22/12/2011	17/01/2012	
23/12/2011	18/01/2012	

### **1. HOLIDAY & BONUS FUND PAYMENTS**

Holiday & Bonus Fund payments will be made as follows:-

- Paid directly into the Employees' bank accounts;
- Payment date to be **Friday, 09 December 2011.**

### **2. EMPLOYEES' BANK ACCOUNTS**

Employers are requested to forward to the Council a list of their Employees' bank accounts by the 31<sup>st</sup> October 2011.

### **3. HOUSING LOANS**

Please inform your employees that the final date for making application for a housing loan will be **Monday, 31<sup>st</sup> October 2011.**

Council will continue to issue Housing Loan payments up to 09 December 2011 for applications approved prior to and including the 31 October 2011. Applications for housing loans will re-open 9 January 2012.

### **4. COUNCIL SHUT-DOWN PERIOD**

The Council's offices will close on Monday, 19 December 2011 and re-open on Monday 09 January 2012.



**T.O. MILES  
SECRETARY**