

BARGAINING COUNCIL FOR THE FURNITURE MANUFACTURING INDUSTRY OF THE WESTERN CAPE

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19 September 2008

No. 10/08

TO ALL EMPLOYERS AND EMPLOYEES IN THE FURNITURE MANUFACTURING INDUSTRY

ANNUAL HOLIDAY SHUT-DOWN - 2008/2009

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 16th December and no later than the 23rd December.

Closing Date Last Working Day	Opening Date First Working Day	Paid Public Holidays
12/12/2008	09/01/2009	Please note that 16 December 2008, 25 December 2008, 26 December 2008 and 1 January 2009 are public holidays and employees must be paid a day's pay in respect of each of these days prior to going on leave.
15/12/2008	12/01/2009	
17/12/2008	13/01/2009	
18/12/2008	14/01/2009	
19/12/2008	15/01/2009	
22/12/2008	16/01/2009	

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, 12 December 2008**.

2. EMPLOYEES' BANK ACCOUNTS

Employers are requested to forward to the Council a list of their Employees' bank accounts by the 27th October 2008.

3. HOUSING LOANS

Please inform your employees that the final date for making application for a housing loan will be **Wednesday, 5th November 2008**.

Council will continue to issue Housing Loan payments up to 12 December 2008 for applications approved prior to and including the 5 November 2008. Applications for housing loans will re-open 19 January 2009.

4. COUNCIL SHUT-DOWN PERIOD

The Council's offices will close on 19 December 2008 and re-open on Monday 12 January 2009.



**T.O. MILES
SECRETARY**