

08 October 2019

CIRCULAR : 08 / 2019

**TO ALL EMPLOYERS WHO  
FALL WITHIN THE MAGISTERIAL  
DISTRICT OF LOWER TUGELA  
(also referred to as Ilembe)**

Dear Sirs,

**ANNUAL SHUT DOWN 2019 :**

This is a reminder to all employers that the following shall apply in terms of the Main Collective Agreement under Annexure B of the said Agreement.

**1] LEAVE PAY :**

Employers to pay directly to their employees leave pay equal to the said amount of 15 working days.

**2] PUBLIC HOLIDAYS :**

Please be advised that the 16<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup>, of December 2019 as well as the 1<sup>st</sup> January 2020, are Public holidays in terms of the Public Holidays Act and are paid Public Holidays.

Employers to note that in terms of the Basic Conditions of Employment Act, *vide* Section 20, a Public Holiday cannot be counted as annual leave.

Employees therefore have to receive payment in respect of the said Public Holidays prior to the commencement of the December/January shutdown.

**3] BONUS PROVISIONS :**

Year-end Bonus is at the discretion of the employer subject to disclosure of the qualifying criteria to employees prior to the onset of the annual shutdown.

**4] ANNUAL HOLIDAYS :**

Employers are advised that the prescribed official shutdown period for all establishments is the third working day before 25 December 2019 and to commence on the 17<sup>th</sup> working day following such closure.

**ALL CORRESPONDENCE MUST BE ADDRESSED TO THE SECRETARY OF THE COUNCIL**

THE BCFMI-KZN HAS IN TERMS OF SECTION 29(15) (a) OF THE LRA 1995 BEEN REGISTERED AS A BARGAINING COUNCIL

REFERENCE LR 2/6/6/33

If agreed upon, establishments may work up to the 24<sup>th</sup> December 2019, and similarly return to work up to three working days before the 17<sup>th</sup> working day following provided that the leave period of any employee shall be no less than 14 working days.

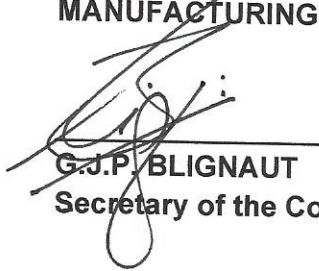
Employers wishing to close one week before the closing date referred to above, may do so : Provided that such employers notify their employees of their intentions.

5] **COUNCIL OFFICE :**

Please take note that the Council's office will close at **12:00** on **20<sup>th</sup> December 2019**, and will re-open at **08:45** on **20th January 2020**.

Yours faithfully

**BARGAINING COUNCIL FOR THE FURNITURE  
MANUFACTURING INDUSTRY, KWAZULU-NATAL**



**G.J.P. BLIGNAUT**  
Secretary of the Council