



GJPB/HN

**CIRCULAR : 07 / 2019**

**07<sup>th</sup> SEPTEMBER 2019**

**TO ALL EMPLOYERS IN THE FURNITURE MANUFACTURING  
INDUSTRY, KWAZULU-NATAL FALLING WITHIN THE SCOPE  
OF THE MAIN COLLECTIVE AGREEMENT : ANNEXURE A (METRO AREA)**

**ANNUAL SHUT DOWN 2019 :**

**1] HOLIDAY FUND :**

We advise that in terms of the Main Collective Agreement, the 2019 Holiday Fund pay-out will commence on **Monday 02 December 2019**.

**2] OFFICE STAFF AND MONTHLY PAID EMPLOYEES :**

Employers who have been exempted from the provisions of the Main Collective Agreement, (payment of Holiday Fund to the Council each month) in respect of Office Staff and other monthly paid employees, must pay their employees not less than the equivalent to the remuneration that employees would have received for working for a period equal to the period of leave taken during the annual shutdown. (See Section 21 of the Basic Conditions of Employment Act.)

**3] PUBLIC HOLIDAYS :**

Payment for Christmas Day, Day of Goodwill and New Years Day, at the rate of 8.8 hours per day, must be paid to all employees prior to 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.

However, if agreed upon, establishments may work up to 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 such closure : Provided that the leave period of any employee shall be no less than 14 working days.

**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

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 intended closing date.

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 **20<sup>th</sup> January 2020**.

6] **MONTHLY RETURNS :**

Please note that payment and submission of returns in respect of **December 2019**, should reach the Council's office by no later than **31<sup>st</sup> January 2020**. Payment **after** the mentioned date will render employers liable for payment of penalties as contemplated by the Main Collective Agreement, read with Section 13A(7) and Regulation 33(7) of the Pension Funds Act with regard to the Provident Fund.

Yours faithfully

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

  
**G.J.P. BLIGNAUT**  
**SECRETARY OF THE COUNCIL**