

# 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 16<sup>th</sup> December and no later than the 23<sup>rd</sup> 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 27<sup>th</sup> October 2008.

### 3. **HOUSING LOANS**

Please inform your employees that the final date for making application for a housing loan will be **Wednesday, 5<sup>th</sup> 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**