



SWAZILAND GOVERNMENT GAZETTE EXTRAORDINARY

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PUBLISHED BY AUTHORITY

LEGAL NOTICE NO 191 OF 2005

THE WAGES ACT, 1964
(Act No. 16 of 1964)

THE REGULATION OF WAGES (DOMESTIC EMPLOYEES)
ORDER, 2005
(Under Section 11)

In exercise of the powers conferred upon him by Section 11 of the Wages Act, 1964, the Minister for Enterprise & Employment hereby makes the following order-

Citation and commencement.

1. This Order may be cited as the Regulation of Wages (Domestic Employees) Order, 2005 and shall be deemed to have come into effect on the 1st August, 2005.

Interpretation.

2. In this Order, unless the context otherwise requires-

“casual employee” means a domestic employee who is employed for not more than one day at a time and who is paid at the end of the day’s work;

“children’s nurse” means a person who takes care of children and oversees their activities, gives children all necessary assistance, carries out such other duties in connection with the care of children, including the washing of their clothes, as may be required;

“cook” means a person who is capable of, and is mainly engaged in, preparing and cooking meals suitable to the dietary and other requirements of the household in which he/she is employed and who may be required to assist in other household duties;

“domestic employee” means any person employed in or about any private household or part thereof in the capacity of cook, house attendant, waiter, butler, childrens’ nurse, valet, groom, gardener, laundress, or watchman;

“gardener” means a person who carries out all gardening activities including the planting and cultivation of flowers, shrubs and vegetables, maintains lawns and paths and attends to cleanliness of compounds and yards and, who may be required to carry out other duties such as cleaning vehicles;

“house attendant” means a person who carries out domestic duties including the preparation of food, washing of dishes, cleaning rooms, dusting and polishing furniture, washing windows, washing clothes and textiles by hand and ironing them, making bed etc;

“laundress” means a person who is mainly employed to carry out washing of clothing using either the washing machine or washing the clothing by hand and ironing them using any kind of iron;

"part time employee" means a domestic employee, other than a casual employee, who is employed for less than twenty four hours in any week;

"public holiday" means a public holiday mentioned in regulation 9 (1);

"watchman" means a person who is responsible for the safeguard of his employer's property against fire, theft and illegal entry; carries out such other duties as are similar to these responsibilities, as required by his employer.

"herdsman" means a person who looks after domestic animals such as goats, cattle, donkeys etc and may include any other general domestic duties such as cleaning the yard, mending a kraal and carrying out other duties associated with those of a handyman provided the pastures are protected.

Application.

3. This Order shall apply to all persons employed as domestic employees as specified in the First Schedule.

Basic Minimum Wage.

4. (1) The basic minimum wage to be paid to employees specified in the First Schedule shall be calculated at a rate not less than that specified therein.

(2) The daily and hourly rates specified in the First Schedule shall be the basic minimum wage applicable to part time and casual employees only.

Hours of Work.

5. The normal working week shall consist of forty-eight hours, exclusive of meal breaks, spread over six days each of eight hours in a week or as may be agreed between the employer and the employee.

Overtime.

6. (1) An employee required to work in excess of the normal hours of work referred to in Regulation 5 or on any day as agreed between the employer and the employee, shall be paid for such overtime at the rate of one and half times his normal rate of wages.

(2) For any time worked on a Public holiday specified in regulation 9 and on a rest day shall be paid at double time.

Annual leave.

7. (1) On completion of twelve months continuous service with an employer, an employee shall, be entitled to annual leave of not less than twelve working days with full pay and which may be taken at a time convenient to both parties.

- (2) Any employee whose services are terminated after three months - service shall be paid at the time of termination pro rata cash payment in respect of leave earned but not taken and such pro rata cash payment shall be equal to not less than one days wage for each month during which leave had been earned but not taken.

Sick Leave.

8. (1) After three consecutive months of continuous service with an employer and subject to the production of a medical certificate signed by a medical practitioner, registered under the Medical and Dental Practitioners Act, 1970, an employee shall be entitled to sick leave up to a maximum of fourteen days on full wages and thereafter to a maximum of fourteen days on half wages in each period of twelve months continuous service.

- (2) Notwithstanding sub-regulation (1),:-

- (a) an employee shall not be entitled to the benefits provided for under sub-regulation (1) if the sickness or accident causing his absence was as a result of his own negligence or misconduct; and
- (b) a certificate issued by a registered nurse shall be accepted in place of a medical certificate if a medical practitioner is not available.

Paid Public Holidays.

9. (1) The following shall be public holidays with full pay:-

Ascension day;
 Easter Monday;
 Good Friday;
 Incwala Day;
 King's Birthday;
 Umhlanga (Reed Dance) Day;
 Somhlolo Independence Day;
 Christmas Day;
 Boxing Day;
 New Year's Day;
 National Flag Day; and
 May Day.

- (2) No employee shall be entitled to payment under sub regulation (1) unless he is available for work on a working day immediately before and after the public holiday.

Maternity Leave.

10. (1) After nine months of continuous service with an employer, and subject to the production of a certificate signed by a registered nurse recommending that an employee should refrain from work because she is pregnant, an employee shall be entitled to thirty (30) working

days maternity leave on full pay thereafter without pay in respect of that pregnancy.

- (2) Such leave shall be in addition to any sick leave to which the employee may be entitled under Regulation 8.
- (3) No employee shall be entitled to maternity leave provided for under sub-regulation(1) for two (2) consecutive years.

Uniforms.

11. An employer shall, as a condition of employment, provide suitable uniform for the domestic employee, casual employee, or part time employee, whichever is the case and such uniform shall remain the property of the employer.

Compassionate Leave.

12. (1) An employee who has completed the probation period shall be entitled to compassionate leave as follows-

Widows	-	37 working days with full pay;
Widower	-	7 working days with full pay ;
Natural father or mother	-	7 working days with full pay;
Natural Child	-	7 working days with full pay; and
Married woman's mother in-law or father -in-law	-	7 working days with full pay.

Written Particulars of Employment to be Provided

13. An employer shall on engagement of an employee, give such employee a completed copy of the form on the Second Schedule of this Order.

Rest Day

14. Every employee shall be granted one rest day each week; such day to be fixed by mutual agreement between the employee and his employer.

Accommodation.

15. Where an employer requires an employee to occupy accommodation provided by the employer as part of his conditions of employment, such accommodation shall be provided free of charge to the employee.

Revocation of Legal Notice No. 50 of 2004

16. The Regulation of Wages (Domestic Employees) Order, 2004 is revoked.

FIRST SCHEDULE

Basic Minimum Wage

	Monthly	Daily	Hourly
Cook	420.24	28.39	4.50 cents
Gardener	409.97	25.02	4.00 cents
House attendant	409.97	25.02	4.00 cents
Laundress	409.97	25.02	4.00 cents
Childrens' nurse	409.97	25.02	4.00 cents
Herdsmen.....	409.97	25.02	4.00 cents

Watchmanto be paid as provided under the Regulation of Wages (Security Services Industry) Order.

The monthly rate specified in the first column of the above Schedule shall be the basic minimum wage for employees engaged on a monthly contract inclusive of the ration element.

The daily rate specified in the second column of the Schedule shall be the basic minimum wage for part time employees engaged on a daily contract inclusive of the ration element.

The hourly rate specified in the third column of the Schedule shall be the basic minimum wage for casual employees employed casually and paid by the hour inclusive of the ration element.

SECOND SCHEDULE

(Regulation II)

WRITTEN PARTICULARS OF EMPLOYMENT FORM

1. Name of employer
2. Name of Employee.....
3. Date of Employment.....
4. Wage and method of calculation.....
5. Interval at which wages are paid.....
6. Normal hours of work
7. Short description of employee's work.....
-
-

8. Probation Period.....
9. Annual Holiday Entitlement
10. Paid Public Holiday
11. Payment during sickness
12. Compassionate Leave
13. Maternity Leave (if employee female)
14. Notice employee entitled to receive
15. Notice employee required to give
16. Pension Scheme (if any, other than N.P.F Scheme)
-
17. Any other matter either party wishes to include

Notes: (a) An industry Union is recognised by this undertaking. Any employee is free to join it.

- (b) The grievance procedure in this undertaking requires that a grievance should be first referred to
-
-
-

- (c) When any heading is inapplicable enter nil.

Signed :	Employer
.....	Employee
.....	Witness
.....	Date

M. E. VILAKAZI
PRINCIPAL SECRETARY
MINISTRY OF ENTERPRISE & EMPLOYMENT

LEGAL NOTICE NO. 192 OF 2005

THE WAGES ACT, 1964
(Act No.16 of 1964)THE REGULATIONS OF WAGES (MANUFACTURE AND SALE OF
HANDICRAFTS INDUSTRY ORDER, 2005
(Under Section 11)

In exercise of the powers conferred on him by Section 11 of the Wages Act, 1964, the Minister for Enterprise and Employment hereby makes the following Order.

Citation and Commencement.

1. This Order may be cited as the Regulation of Wages (Manufacture and Sale of Handicrafts) Order 2005 and shall be deemed to have come into effect on the 1st October, 2005.

Application.

2. This Order shall apply to all persons employed in any undertaking which consists wholly or mainly in the carrying on of one or more of the following activities -

- (a) the manufacture primarily by hand, with minimal use of powered machines of spinning, glass-work, grass-plaiting, weaving, knitting, sewing, batic-work, carving, dyeing, casting, forging, pottery, tanning, painting screen printing and drawing of goods to be sold as handicrafts of Swaziland, grass planting, kneating, plaiting, batic-working ; or
- (b) the sale of handicrafts in establishments responsible for or associated with or part of undertakings for the manufacture of goods described in the preceding paragraph (a).

Provided that this Order shall not apply to persons employed by -

(i) the government of Swaziland;

(ii) a local authority; or

(iii) such charitable, or religious organisations or medical institutions declared in writing, by the Minister to be exempted from the provisions of these Regulations.

Interpretation.

3. In third Order, unless the context otherwise requires -

“bobbin winder” means an employee who winds yarn into a bobbin in preparation for weaving with hand;

“carder” means an employee who cards by hand or machine;

“casual labour” shall have the same meaning as that ascribed to it in the Employment Act;

“checker” means an employee who checks the receipt of unfinished goods and raw materials or the despatch of finished goods or unfinished goods and checks quality and quantity;

“clerk / storeman” means an employee who undertakes clerical duties, correspondence

preparation, filing and despatch, keeping stores and stock control, invoicing and the handling of petty cash;

“craftsman” means a person who, after completing 6 months period as a trainee craftsman, grass-plaiting is appointed to be a craftsman in spinning, weaving, knitting, sewing, carving, casting, forging, molding, pottery tanning, painting, drawing batik, candlemaking or in whatever other aspect of handicraft he may be assigned to exercise his skill or skills;

“cleaner” means an employee who is responsible for the cleaning of the factory, offices, toilets or canteen;

“cook” means an employee who is engaged in cooking and issuing food to other employees;

“continuous service” means service in the employment of the employer interrupted only by the death, retirement or discharge of the employee concerned and an employee who is re-engaged within two months of his discharge shall be deemed to be in the continuous service of that employee;

“driver (LDV)” means an employee in possession of a current driving licence who drives a vehicle of not more than 3 tons tare weight, and whose responsibilities include the care and cleanliness of the vehicle, simple maintenance, the handling of cargo to and from the vehicle and such other duties as from time to time, may be assigned to him;

“dyer” means an employee who prepares dyes, mixes and supervises the dying of materials;

“engraver” means an employee who engraves, smoothens, polishes the finished glassware and carries out duties related thereto;

“engraver assistant” means an employee who engraves, smoothens, polishes the finished glassware and carries out duties given by the engraver;

“finisher” means a person who is employed to complete the manufacture of any article and makes final preparations for its sale or display;

“general labourer” means a person employed to perform tasks not requiring the exercise of particular skills or scholastic attainment;

“handyman” means an employee who does not hold a trade test certificate but who carries out simple repairs and supervises and allocates work to subordinate staff under his control;

“machinist” means an employee who operates an electrical sewing machine to manufacture clothing or garment;

“machinist assistant” means an employee, other than a learner machine operator, who attends and operate a guillotine machine, bending machine, spot welding machine or any other machine requiring similar skills;

“machine operator” means an employee, other than a learner operator, engaged in operating a machine;

“master screen printer” means an employee who is capable of cutting screen mixing pigments and has thorough knowledge of screen printing techniques;

"master potter" means an employee who is skilled in making pots to any specification, who has a general knowledge of glazing and firing techniques;

"master weaver" a person who knows all aspects of weaving both frame and loom weaving, preparing of warps and warping materials and production of woven articles to specification;

"master silversmith" means an employee who is capable of working silver to any specification;

"melter" means an employee who melts glasses in glass factory;

"outworker" shall have the same meaning as that ascribed to it in the Employment Act;

"office clerk" means an employee who does, general clerical duties including typing and answering the telephone;

"piece work" shall have the same meaning as that ascribed to it in the Employment Act;

"potter" means an employee who makes pots by hand or pot wheels;

"security guard" or "watchman" shall mean a person employed to protect his employer's premises and property and, generally, to safeguard the livelihood of the employer's work force;

"shop assistant" means a person employed to sell goods to the public, to transact business with customers, to display goods that are for sale, to prepare invoices and receipts, to receive and disburse cash and remittances, to pack goods purchased by customers and to ensure the cleanliness and good appearance of the sales premises;

"supervisor" means a person employed to oversee the work, quality of work and productivity of the personnel placed in his charge and to be responsible for their conduct and discipline;

"screenprinter" means an employee who screenprints by hand pulling a squeegee;

"semi-skilledkiln hand" means an employee who has limited knowledge in operating kiln and packs it according to specification;

"silver-smith" means an employee who is capable of working silver by hand;

"spinner" means an employee who carries out spinning operations of wool or other materials according to specification;

"trainee craftsman" means a person who, after successful conclusion of the probation period has been appointed to be a "trainee craftsman" and who serves in that capacity in whatever skill or craft he may be assigned for a period, not exceeding 6 months from the date of appointment;

"weaver" means an employee who carries out duties either by operating hand loom or other equipment to manufacture the required goods;

"washer" means an employee who washes and dries material or wool and if necessary moth-proof the wool;

Basic Minimum Wage

4. The basic minimum wage inclusive of rations or cash in lieu thereof to be paid to employees specified in the First Schedule shall be calculated at a rate not less than that specified therein

provided that :-

- (a) an employee who, at the date of the commencement of this Order is in receipt of a wage higher than that prescribed by this Order, shall not suffer any reduction in such wages by reason of this order; and
- (b) where no definition of an employee's duties are provided for in the Order such employee shall be paid a basic wage not less than that applicable to a general labourer.

Hours of Work.

5. The normal working hours for employees, other than those engaged as outworkers, piece workers and casual labourers and subject to the provisions of regulations 6 of this Order shall be :

- (a) for those engaged, other as watchman or casual labourers, forty five hours a week; and
- (b) for those engaged as security guards or watchman, sixty hours in five shifts of twelve hours each in a week.

Overtime.

- 6. (1) An employee required to work hours in excess of weekly hours specified in regulation 5 shall be remunerated as follows for any hours so worked :-
 - (a) for hours worked on a day, other than Sunday or a public holiday specified in regulation 7 in excess of those specified in regulation 6 of this Order shall be at the rate of one and a half times the hourly rate; and
 - (b) for hours worked on a Sunday or a public holiday specified in the regulation 7, in excess of those specified in regulation 5 (a) payment shall be at the rate of twice the hourly rate.
- (2) An employee engaged as a security guard or watchman required to work hours in excess of those specified in regulations 5 (b) or who is required to work on a public holiday specified in regulation 7 shall be remunerated for the hours so worked at twice the hourly rate or, by agreement between the employee and the employer, shall be granted an equivalent amount of time off on another occasion in lieu of thereof;
- (3) The basic hourly rate of wages shall be calculated :-
 - (a) in respect of employees whose hours are specified in regulation 5 (a) by the division of the monthly rate of wages specified in the First Schedule by one hundred and ninety three hours and half an hour (193.5 hours) and
 - (b) in respect of employees whose hours are specified in regulation 5 (b) by the division of the monthly rate of wages specified in the First Schedule by two hundred and ten hours (210 hours)

Public Holiday

7. (1) The following shall be public holidays with full pay -

Incwala;

New Years Day;

Good Friday;

Easter Monday;

King's Birthday (19 April);

Umdlango;

Somhlolo Day;

Christmas Day;

Boxing Day; and

Workers Day.

- (2) Where a public holiday falls on a Sunday, the following day shall be deemed to be a public holiday.
- (3) An employee who is absent without leave on the working day before or the working day after public holiday, shall not be entitled to any payment in respect of that public holiday in terms of this Regulation.

Payment for Overtime :-

8. (1) For an employee other than a watchman or security guard shall be payable at the following rate :-

- (a) during the normal working week, for overtime worked before midnight in excess of the normal working hours, at one and half times his normal hourly rate of wages;
 - (b) for any time worked on a public holiday specified in regulation 7 or Sunday at twice his normal hourly rate of wages.
- (2) Overtime in respect of a watchman or security guard shall be calculated at twice his hourly rate for all time worked on a public holiday specified in regulation 7 or any time worked in excess of twelve hours on any normal working day, provided that any watchman or security guard who has been absent from work during any week without reasonable cause shall not be entitled to overtime in that week until he has completed seventy-two hours of work.

Annual Leave.

9. (1) After three months of continuous service, an employee shall be entitled to one working day's leave on full pay in respect of each month's continuous service, such leave is in addition to the Public Holidays specified in regulation 7.
- (2) Where the employment of an employee is terminated after a period exceeding three months but not amounting to one year from the date of its commencement the employer shall pay to the employee a sum not less than one day's wages for each completed month of such period.

Sick Leave.

10. (1) After three months of continuous service with an employer and subject to the production of a medical certificate signed by a medical practitioner, registered under the Medical and Dental Practitioners act, 1970, an employee shall be entitled to sick leave up to a minimum of fourteen days on full wages and thereafter to a maximum of fourteen days on half wages in each period of twelve months continuous service..

- (2) Notwithstanding sub-regulation (1),

- (i) an employee shall not be entitled to the benefits specified in sub-regulation (1) if the sickness or accident causing his absence was caused by his own negligence or misconduct;
- (ii) a certificate issued by a registered nurse shall be accepted in place of a medical certificate if a medical practitioner is not available.

Maternity Leave

11. (i) Every female employee, whether married or unmarried, who has been in the continuous employment of her employer for twelve months or more shall be entitled to maternity leave on full pay for a period not exceeding one month (30 calendar days) upon delivering to her employer :-
- (a) certificate issued by a medical practitioner or a midwife setting the expected or actual date of her confinement ; or
 - (b) such other evidence in support of the entitlement to maternity leave as is reasonable, having regard to all the circumstances of the case.
 - (ii) Provided that no employee shall be entitled to the maternity leave provided for under sub- regulation (i) for two (2) consecutive years

Compassionate Leave

11. (I) After three months of continuous service, an employee shall be entitled to compassionate leave with full pay as follows:

Widow/Widower	-	37 calendar days
Child	-	7 calendar days
Natural parents	-	7 calendar days

- (ii) Entitlement to compassionate leave of any other relatives in addition to the above shall be at the discretion of the employer.

Written Particulars of Employment to be Provided.

12. An employer shall on engagement of an employee, give such employee a completed copy of the form on the Second Schedule of this Order.

Continuous Service.

13. Where, following upon a change of ownership of an establishment or undertaking an employee enters the service of the new owner without interruption, his service shall be deemed to be continuous service in the employment of the new owner.

Protective Clothing.

14. Where it is necessary to protect an employee from physical or chemical injury which may arise from the work he is required to do, the employer shall supply that employee with protective clothing and such employee shall use the protective clothing as instructed.

Lay-Off.

15. (1) Where an employer is unable to provide work for any employee due to -

(a) unavailability of working materials; or

(b) temporary cessation of work,

he may, subject to him giving the employee not less than twenty four hours notice, lay-off the employee, without pay, for a maximum period of fifteen working days in the circumstances mentioned in sub-regulation (a) and for a maximum period of thirty working days in the circumstances mentioned in sub-regulation (b).

(2) At the expiry of fifteen working days or thirty working days as may be applicable, the employer shall either provide work for the employee, or terminate his employment under the provisions of the Employment Act.

(3) An employee who has been engaged for the duration of a specific project or in connection with a specific project shall, upon commencement of work be informed of the date upon which it is estimated the project will terminate.

(4) The specifying of such date of termination, not withstanding any other law whether or not the project has in fact terminated, shall constitute an adequate notice by the employer to the employee of the date of notice of termination of such contract of service.

Piece Work.

16. An employee engaged on piece work shall be remunerated at a rate not less than that specified in the First Schedule.

Revocation of Legal Notice No. 51 Of 2004

17. The Regulation of Wages (Manufacture and Sale of Handicrafts) Order, 2004 is hereby revoked.

FIRST SCHEDULE

(Regulation 4)

BASIC MINIMUM WAGE

(Emalangeni per month)

General Labourer

E484.00

Cleaner

Trainee Craftsman

Piece Worker

Washer

Cook

Casual Labourer

Batik Maker

Carder

Bobbin Winer

Spinner

E557.00

Handyman

Finisher

Melter

Engraver Assistant

Machinist Assistant

Semi-skilled Kiln hand

Security Guard

Office clerk

Shop Assistant

Machine Operator

E605.00

Machinist

Weaver

Engraver

Craftsman

Potter

Screenprinter

Silversmith

Master Potter

Master Weaver

Master Silverfish

Master Screenprinter

E678.00

Clerk/Storeman

Master Dyer

Checker Driver

Supervisor

SECOND SCHEDULE
Regulation 12

WRITTEN PARTICULARS OF EMPLOYMENT FORM

1. Name of Employer
2. Name of Employee
3. Date Employment began
4. Wage and method of calculation
5. Interval at which wages are paid
6. Normal hours of work
7. Short description of employee's work
.....
.....
8. Probation Period
9. Annual Holiday Entitlement
10. Paid Public Holiday
11. Payment during sickness
12. Maternity Leave (if employee female)
13. Notice employee entitled to receive
14. Notice employee required to give
15. Pension Scheme (if any, other than N.P.F. Scheme)

16. Any other matter either party wishes to include

Notes (a) An Industry Union is recognised by this undertaking any employee is free to join it. The address of the Industry Union is:

.....
.....

(b) The grievance procedure in this undertaking requires that a grievance should

be first referred to.....

When any heading is inapplicable enter nil

SignedEmployer

.....Employee

.....Witness

.....Date.

M. E. VILAKAZI
PRINCIPAL SECRETARY
MINISTRY OF ENTERPRISE & EMPLOYMENT

LEGAL NOTICE NO 193 OF 2005

(THE WAGES ACT, 1964)
(Act No. 16 of 1964)

THE REGULATION OF WAGES (FORESTRY AND FOREST INDUSTRY)
ORDER, 2005 (Under Section 11)

In exercise of the powers conferred on him by section 11 of the wages Act, 1964 the Minister for Enterprise And Employment hereby makes the following Order:-

Citation and Commencement.

1. This order may be cited as the Regulation of Wages (Forestry and Forest Industry) Order, 2005, and shall be deemed to have come into effect on 1st December, 2005.

Interpretation.

2. In this order unless context otherwise requires:

“Artisan assistant” means an employee who assists an artisan in a workshop or in carrying out work allocated to an artisan;

“blaster” means an employee who is the holder of a recognised Blasting certificate and carries out Blasting operations;

“bulldozer operator” means an employee who operates a bulldozer and carries out simple maintenance on it;

“chainsaw operator” means an employee who operates a chainsaw and carries out simple maintenance work on it;

“clerk” means an employee who is engaged in general clerical duties other than a tally clerk;

“cook” means an employee who is engaged in cooking and issuing of food to other employees;

“cross-cut” means an employee who operates a crosscut saw and carries out simple maintenance work on it;

“driver (L.D.V)” means an employee who drives a vehicles of less than 5 tons tare weight, whose duties include the handling to and from the tailboard and the daily maintenance and cleaning of the vehicle;

“driver (logging)” means an employee who drives a log carrying truck of over 10tons tare weight and who is responsible for daily maintenance and cleaning of the vehicle;

“driver(H.D.V)” means an employee who drives a vehicle of 5 to 10 tons tare weight and whose duties include handling to and from the tailboard and the daily maintenance and cleaning of the vehicle;

“driving instructor” means an employee who trains other employees to drive a vehicle;

“fire tower watchman” means an employee, who by means of a fire tower, oversees, or locates fire on or near the project of his employer and reports the fire to his employer;

“fork-lift driver” means an employee who drives a fork lift and carries out simple maintenance work on it;

“general labourer” means an employee who carries out unskilled work and includes silvi cultural, harvesting, cleaners, sweepers, loaders and tea servers;

“grader operator” means an employee who operates a grader and carries out simple maintenance work on it;

“juvenile” means a person between fifteen and eighteen years of age;

“indvuna grade B1” means an employee who supervises other employees under his control, and has worked less than two years;

“indvuna grade B2” means an employee who has acquired more than two years with the same employer;

“jackhammer operator” means an employee who operates a jackhammer and carries out simple maintenance work on it;

“medical orderly” means an employee who provides medical assistance to out patients in the clinic;

“security guard” means an employee who is engaged to safeguard property of his employer;

“skidder operator” means an employee who operates a skidder and carries out simple maintenance on it;

“tally clerk” means a person who collects and records information for further processing ;

“telephone linesman” means an employee who checks and carries out repair work for his employer on a telephone communication system;

“timber grader” means an employee who grades timber to the required specification; and

“tractor driver” means an employee who drives a tractor and carries out simple maintenance work on it.

Application

3. This order shall apply to a person employed-

- (a) in any undertaking having at least 70% of its productive holding under tree development and engaged in the occupation specified in the First Schedule; and
- (b) by a person engaged in the clearing, felling or stripping of trees in a forest area.

Basic Minimum Wage

4. (1) The minimum wage to be paid to employees to whom the order applies shall be calculated at a rate not less than that specified in the First Schedule.
- (2) For the purpose of calculating hourly, daily, weekly or monthly rates, the following conversion table shall be used-
 - (a) hourly rate, divide basic minimum wage by weekly hours;
 - (b) daily rate, divide basic minimum wage by days to be worked in a week;
 - (c) weekly rate, divide monthly wage by four and one third and
 - (d) monthly rate, multiply weekly wage by four and one third
- (3) A juvenile general labourer shall receive not less than two-thirds of the rate of pay applicable to an adult general labourer.

Rations.

5. (1) As a condition of employment, an employer shall supply rations in quantities not less than those specified in the Second Schedule.
- (2) With the employees consent, the employer may pay the employee a cash sum in lieu of ration.
- (3) Where rations are incorporated into the wages of an employee, such an arrangement shall remain in force unless the (sum of the) actual minimum wage and the (sum of the) value of the rations are not below the requirements stipulated in the First and Second Schedule or what has been agreed upon in writing between the employer and employee.

Hours of Work.

6. (1) The normal weekly hours shall consist of forty-eight hours spread over a period of five days.
- (2) In the case of an employee engaged on shift work his normal weekly hours shall be forty-eight hours over a six day week.
- (3) In the case of a watchman or security guard the normal week shall consist of seventy-two hours spread over a period of 6 days.
- (4) An employee required to work on a continuous shift systems shall have not less than one rest day in each seven day period.

Overtime.

7. (1) An employee other than a security guard or a watchman who is required to work in excess of the hours specified under regulation 6 (1) shall be paid overtime as follows:
 - (a) for time worked in excess of the normal hours in any one day, he shall be paid at

one and half times his hourly rate;

(b) for time worked on a rest day, Sunday or public holiday specified in Regulation 12, he shall be paid at twice his hourly rate.

- (2) Any employee on shift work, or a Security Guard who is required to work on a rest day or on a public holiday specified in Regulation 12, may be paid for such overtime or be given an equivalent amount of time off in lieu of overtime payment.

Annual Leave.

8. (1) On completion of each period of twelve months continuous service with an employer, an employee shall be entitled to an annual leave of not less than ten working days for a five day week and not less than twelve working days for a six day week with full pay.
- (2) When the employment of an employee is terminated after a period exceeding three months but not amounting to one year from the date of its commencement the employer shall pay to the employee a sum not less than one days' wages for each completed month of such period.

Sick Leave.

9. (1) After three months continuous service with an employer and subject to the production of a medical certificate signed by a medical practitioner, registered under the Medical and Dental Practitioners Act, 1970, an employee shall be entitled to sick leave up to a maximum of fourteen days on full wages and thereafter to a maximum of fourteen days on half wages in each period of twelve months continuous service.

(2) Notwithstanding Sub-Regulation (1) -

- (i) an employee shall not be entitled to the benefits if the sickness or accident causing his absence was caused by his own negligence or misconduct and
- (ii) a medical certificate issued by a registered nurse shall be accepted in place of a medical certificate under sub-regulation (1) if a medical practitioner is not available.

Compassionate Leave

10. (1) An employee who has completed the probation period shall be entitled to compassionate leave as follows :

Widows	-	30 working days but only 12 days with full pay, the rest at employers discretion.
Widower	-	7 working days with full pay
Biological Parents	-	7 working days with full pay
Biological Child	-	3 working days with full pay

- (2) Entitlement to compassionate leave of any other relative in addition to the above shall be at the discretion of the employer.

Maternity Leave

11. (i) Every female employee, whether married or unmarried, who has been in the continuous employment of her employer for twelve months or more shall be entitled to maternity leave on full pay for a period of not less than two (2) weeks, from two weeks to three (3) months the payment is on employers' discretion:-
- (a) A certificate issued by a medical practitioner or a midwife setting the expected or actual date of her confinement
- or
- (b) Such other evidence in support of the entitlement to maternity leave as may be reasonable, having regard to all the circumstances of the case.
- (ii) Provided that no employee shall be entitled to maternity leave provided for under sub-regulation (i) for two (2) consecutive years.

Written Particulars to be Provided.

12. An employer shall on engagement of an employee, give such employee a completed copy of the form at the Third Schedule of this Order.

Continuous Service.

13. (1) Continuous service is service in the employment of the employee interrupted only by the death, retirement or discharge of the employee concerned.
- Provided that an employee who is re-engaged within two months of his discharge shall be deemed to be in the continuous service of that employer.
- (2) Where, following upon a change of ownership of an establishment or undertaking an employee enters the service of the new owner without interruption, his service shall be deemed to be continuous service in the employment of the new owner.

Public Holidays.

14. (1) The following shall be public holidays with full pay -

New Years day;

Good Friday;

Easter Monday

King's Birthday;

Incwala Day;

Somhlolo Day;

Christmas Day;

Boxing day and

Workers Day.

- (2) This Regulation shall only apply when the employee presents himself for work on the working day immediately before the public holiday and working day immediately following the public holiday, except where the employer has authorised the Employee's absence on such working day.
- (3) Where an agreement has been reached between an employer and any of his employees any of the public holidays specified in this Regulation may be exchanged for any other day in lieu thereof.

Protective Clothing.

15. (1) An employer shall supply, free of charge and without payment of a deposit by the employee, the following items.

- (a) to employees who are normally exposed in their employment to inclement weather, a water proof cap, overcoat or other suitable protective clothing;
- (b) to drivers and conductors - two dust coats, two overalls or two uniforms per annum? and to journeyman/mechanics, assistant mechanics and employees engaged in the loading, unloading, and delivery of goods to or from vehicles, suitable overalls or other protective clothing.
- (2) Any clothing supplied to an employee in terms of this regulation shall remain the property of the employer and shall subject to fair wear and tear, be returned to him in good condition on the resignation, retirement or discharge of an employee.

Short Time.

- 16. (1) If an employer finds it necessary for reasons beyond his control to employ an employee on short time, he may do so subject to the Commissioner of Labour consenting in writing to such arrangement, and on the understanding that the employer intends resuming full time operations within three weeks.
- (2) Where an employee has been placed on short time under Sub-Regulation (1) he shall be paid not less than fifty percent of his weekly wages where he is employed for periods which, in aggregate, are equivalent to or less than fifty percent of his normal weekly hours of work.
- (3) No reduction shall be made in an employee's earnings where the employee has been placed on short time, and works, in aggregate, more than fifty percent of his normal weekly hours of work during any week he has been placed on short time.

Savings

17. (1) No employer shall reduce the wages, ration allowance, annual leave or sick leave to which an employee was entitled prior to the commencement of this order.

(2) Any employer who contravenes sub-regulation (1) shall be guilty of an offence and liable on conviction to a maximum fine of fifty Emalangenis or three months imprisonment or both.

Revocation of Legal Notice No. 72 of 2002.

18. The Regulation of Wages (Forestry and Forest Industry) Order, 2002 is revoked)

FIRST SCHEDULE
(Emalangenis Per Week)

Grade A1	Cleaner	
General Labourer		E90.00
Loader		
Grade A2	Artisan's Assistant Cook	
	Firetower Watchman	
	Forest Guard	
	Forklift Driver	E95.00
	Security Guard	
	Tally Clerk	
Grade B1	Chainsaw Operator	
	Clerk	E106.00
	Driver (L.D.V.)	
	Induna (Nursery)	
	Jackhammer Operator	
	Switchboard Operator	
	Tractor Driver	

Grade B2	Cross-cut Saw Operator	
	Driver (H. D.V.)	E120.00
	Induna (Forest)	
	Skidder Operator	
Grade B3	Timber Grader	
	Blaster	
	Bulldozer Operator	E150.00
	Driver (Logging)	
	Driver Instructor	
	Grader Operator	
	Telephone Linesman	
	Fireroom Operator	

SECOND SCHEDULE
(Regulation 5)

MINIMUM WEEKLY RATION SCALE

Mealie Meal	6.35 kg
Meat	1.36kg
Sugar	0.45kg
Dry beans, Peas or Groundnuts	0.68kg
Fresh vegetables	0.9kg
Salt	0.113kg
Fat.....	0.25ml

Alternatives.

1. The following rations may be supplied in lieu of the Items of Food mentioned in paragraph 1;
 - (a) Mealie Meal:
(For every .9kg of mealie meal - 4.5kg of bread; 34kg. Of rice or .23 kg of cheese.
 - (b) For the first .23kg of meat - .23kg of offal; or for the first .45kg of fish - .23 of cheese.
For every .45kg of Fresh Vegetables, .45kg of Fresh Fruit or a proportionate ration of Dehydrated Vegetables.

Permitted Variations.

2. The ration of mealie meal shown in paragraph 2 (a) may be reduced by an amount not exceeding 2.72kg equivalent to the amount mealie meal used in the preparation of:

(a) The drink known as "Mahewu" or

(b) a proprietary vitaminized drink if either drink is issued in a week to the employee by the employer

THIRD SCHEDULE
(Regulation 10)

WRITTEN PARTICULARS OF EMPLOYMENT FORM

1. Name of employer
2. Name of employee
3. Date of employment
4. Wage and method of calculation
.....
5. Intervals at which Wages are paid
.....
6. Normal Hours of work
.....
7. Short description of employee's work
.....
8. Probation period
9. Annual Holiday entitlement
.....
10. Paid Public Holiday
.....
11. Payment during sickness
12. Maternity leave (if employee female)
13. Notice employee entitled to receive
.....

14. Notice employee required to give
-
15. Pension Scheme (if any, other than National Provident Fund Scheme)
-
-
16. Any other matter either party wishes to include
-
-

Notes: (a) An Industry Union is recognised by this undertaking. Any employee is free to join
The address of The Industry Union is:

- (b) The grievance procedure in this undertaking requires that a grievance should be first
referred to

- (c) When any heading is inapplicable enter Nil.

Signed: Employer

..... Employee

..... Witness

..... Date

M.E. VILAKATI
PRINCIPAL SECRETARY
MINISTRY OF ENTERPRISE & EMPLOYMENT

LEGAL NOTICE NO 194 OF 2005

THE WAGES ACT, 1964
(Act No. 16 of 1964)

THE REGULATION OF WAGES (RETAIL, HAIRDRESSING,
WHOLESALE AND DISTRIBUTIVE TRADES) ORDER 2005
(Under Section 11)

In exercise of the powers conferred on him by Section 11 of the Wages Act, 1964 the Minister for Enterprise and Employment hereby makes the following Order.

Citation.

1. This Order may be cited as the Regulation of Wages (Retail, Hairdressing, Wholesale and Distributive Trades) Order, 2005 and shall be deemed to have come into effect on the 1st November, 2005.

Application.

2. This Order shall apply to all persons employed in the Retail and Wholesale supply of goods or merchandise of any description, beauty-care and hairdressing services and in such operations as ware-housing, storing, packing, clerical or other work which is associated with such Retail or Wholesale supply.

Interpretation.

3. In this Order unless the context otherwise requires –

“baker” means a person mainly employed to order ingredients, scale ingredients, mix ingredients, bake bread and confectionary, pack the finished product and transacts business with customers and who has acquired two years experience;

“blockman” means a person employed in a butcher’s shop whose duties are the cutting, dressing and preparation of meat, and may include attending to customers;

“cashier” means a person responsible for issuing, receiving and checking money and who has been employed as such for a continuous period of more than 6 months;

“senior clerk” means an employee who is the holder of a Senior Certificate of education and who is engaged in general clerical duties and also supervises the Junior Clerk;

“junior merchandiser or promoter” means a person employed by a merchandising company to work in a place, where goods are exhibited for sale to the public, transacts business with customers, displays goods, making up of orders, checking inward goods who has not acquired two (2) years experience.

“junior clerk” means an employee who is the holder of a Junior Certificate of education who is engaged in general clerical duties;

“junior baker” means an employee who assists a baker;

“copy typist” means an employee wholly or mainly engaged in typing, checking figures and filing, and who is capable of typing a minimum of 25 words per minute;

"deliveryman" means an employee wholly or mainly engaged in the delivery of goods;

"driver (heavy vehicle)" means an employee in charge of a vehicle of over one and one half (1 1/2) tons whose duties include handling of cargo to and from the tailboard and daily maintenance and cleaning of such vehicle;

"driver (light vehicle)" means an employee in charge of a vehicle of one and one half (1 1/2) tons or less whose duties include handling of cargo to and from the tailboard and the daily maintenance and cleaning of such vehicle;

"general labourer" includes a person employed as a sweeper, cleaner or shopman;

"commercial cleaner" includes a person employed as a cleaner in an office, block of offices or private homestead through an establishment engaged in commercial cleaning services.

"heavy duty labourer" means an employee wholly or mainly engaged in the handling, loading and stacking of heavy packages of goods or items of 33.75 kilograms weight or more and who has been specially engaged for such work;

"junior shop assistant" means a person employed in a place, where goods are exhibited for sale to the public and who assists a shop assistant or other person serving customers, including the making up of orders and checking goods inward and who has not acquired 2 years experience in such activities;

"lorryman" means an employee wholly or mainly engaged in a vehicle conveying goods or merchandise whilst in transit, and assisting their loading and unloading and whose duties may be interchangeable with those of general labourer;

"merchandiser" means a person employed by a merchandising company to work in a place, where goods are exhibited for sale to the public who transacts business with customers and displays goods, including the making up of orders and checking goods inward and who has acquired two (2) years experience in such activities;

"messenger" means an employee wholly or mainly engaged in carrying out errands, delivering or fetching mail, making bank deposits, and carrying out simple routine tasks in the employer's office or shop;

"petrol pump attendant" means a person wholly or mainly employed at a filling station selling fuel, oil and includes cleaning of driveway and forecourt.

"pre-packer" means an employee wholly or mainly employed in the pre-packing of goods for display or for sale to the public from bulk to small parcels;

"hairdresser" means a person who is qualified in scalp treatment, hair texturing, hair relaxing, perm blow outs and styling;

"assistant hairdresser" means a person who shampoos and sets without relaxing and styling who has less than six months experience;

"cashier-salon" means a person who handles cash, keeps records, takes money to the bank and issues receipts to customers;

"hairbraider" means a person who braids hair and makes braid styles;

"hyster / forklift driver" means a person who drives forklift;

"barber" means a person who cuts hair;

"beautician" means a person who does skin care, manicure, pedicure, waxing, massaging, plugging, twizing and make-ups;

"general labourer (salon)" means a person who does general cleaning of floors, windows, rollers, trollers and washing of towels;

"redundancy" means a situation where, due to the operational or financial requirements or circumstances of the employer, the need for workers of a particular kind has ceased or diminished;

"shop assistant" means a person wholly or mainly employed for purposes of transacting business with customers or displaying goods in a place where such goods are exhibited for sale to the public in a supermarket or similar establishment and who has acquired two years experience in such work;

"telephone/switchboard operator" means an employee whose duties consist wholly or mainly in the operation of a telephone switchboard;

"trainee cashier" means a person responsible for issuing and receiving money and who has been employed as such for a continuous period of not more than 6 months; and

"watchman" means an employee who is engaged during the day or night to guard the premises or property of his employer.

Basic Minimum Wage.

4. The basic minimum wage to be paid to the employee specified in the First Schedule shall -

- (i) be calculated at a rate not less than that specified in the schedule;
- (ii) be deemed to include the ration element and
- (iii) not be reduced by any amount for housing or accommodation which may be provided by the employer.

Provided that an employee who at the date of commencement of this Order is in receipt of a higher wage for his particular occupation than the wage prescribed by this Order shall not by reason of this Order suffer reduction in such wage.

Hours of Work.

5. (1) Subject to sub-regulations (2) and (3), the normal hours of work for an employee other than a petrol pump attendant and a watchman shall, subject to the provisions of regulation 6, consist of forty-eight hours per week divided into eight and one half per day excluding a rest period of one hour on Monday to Friday inclusive.
- (2) The normal hours of work for a petrol pump attendant shall, subject to the provisions of regulation 6, be forty-eight hours of work spread over a period of 6 days.
- (3) The normal hours of work for a watchman shall be sixty-six hours per week divided into

six shifts each of eleven hours.

Overtime Payment.

6. (1) An employee other than a petrol pump attendant and a watchman, who is required to be on duty and work in excess of the hours specified in regulation 5 shall be paid at one and half times the basic hourly rates.

Provided that overtime hours worked on Sundays or public Holidays or after 1.00 p.m on Saturday shall be paid at twice the employee's basic hourly rate.

- (2) Overtime shall be paid to a petrol pump attendant as follows:

- (i) for all time worked in excess of the normal hours of work (other than on a public holiday) at one and half times the employee's basic hourly rate;
 - (ii) for all time worked on a public holiday at twice the employee's basic hourly rate
- (3) For the purpose of calculating the employee's basic hourly rate, the employee's monthly basic rate shall be divided by two hundred and eight hours (48 hours per week x 4.33 weeks per month).
- (4) No employee shall be required to work overtime against his will unless it is understood by both parties that such overtime is necessary.

Annual Leave.

7. (1) After twelve consecutive months' service with an employer an employee shall be entitled to twelve working days leave on full pay:

Provided that on completion of three years continuous service with an employer an employee shall be entitled to fifteen working days leave on full pay:

- (2) Where employment is terminated after three months' initial service with an employer, or after returning from annual leave as provided for in sub-regulation (1) an employee shall be entitled to one day's pay for each completed month of service following his initial engagement or following his return from leave as the case may be.

Sick Leave.

8. (1) After three consecutive months of continuous service with an employer, and subject to the production of a medical certificate signed by a medical practitioner registered under the Medical and Dental Practitioners Act, 1970, an employee shall be entitled to sick leave up to a maximum of fourteen days with full pay and thereafter to sick leave up to a maximum of fourteen days on half pay in each period of twelve months' continuous service.

- (2) Notwithstanding sub-regulation (1),

- (i) an employee shall not be entitled to the benefits specified in regulation (1) if the sickness or accident causing his absence was as a result of his own negligence or misconduct;
- (ii) a certificate issued by a registered nurse shall be accepted in place of a medical certificate mentioned in sub-regulation (1) if a medical practitioner is not available.

Maternity Leave

9. (i) Every female employee, whether married or unmarried, who has been in the continuous employment of her employer for twelve months or more shall be entitled to maternity leave on full pay for a period not exceeding twelve weeks (84 calendar days) upon delivering to her employer :-
- (a) A certificate issued by a medical practitioner or a midwife setting the expected or actual date of her confinement ; or
 - (b) such other evidence in support of the entitlement to maternity leave as is reasonable, having regard to all the circumstances of the case.
- (ii) Provided that no employee shall be entitled to the maternity leave provided for under sub- regulation (i) for two (2) consecutive years

Written Particulars to be provided

10. An employer shall on engagement of an employee, give such employee a completed copy of the form in the Second Schedule of this Order.

Public Holidays

11. (1) The following shall be Public Holidays with full pay -

Christmas Day;
 New Years Day;
 Good Friday;
 Easter Monday;
 Ascension Day;
 King's Birthday;
 Somhlolo Day;
 Reed Dance Day;
 Flag Day;
 Incwala Day;
 July 22nd; and
 Workers' Day (1st May)

- (2) Where a public holiday falls on a Sunday, the following day shall be deemed to be a public holiday.
- (3) An employee who is absent without leave on the working day before or the working day after a public holiday, shall not be entitled to any payment in respect of that

public holiday in terms of this regulation.

Compassionate Leave.

12. (1) An employee who has completed the probation period shall be entitled to compassionate leave as follows -

widows	- 30 working days with full pay;
widower	- 6 working days with full pay;
biological parents	- 3 working days with full pay; and
Biological child	- 3 working days with full pay

(2) Entitlement to compassionate leave of any other relative in addition to the above shall be at the discretion of the employer.

13. Retirement Age

An employee may retire at age of 60.

14. Payment of Severance Allowance

(1) Severance allowance calculated as outlined in Section 34 of the Employment Act, 1980, shall be payable to an employee who leaves service under the following circumstances:

- (a) On grounds of age or ill-health, subject to the production of a medical certificate signed by a medical practitioner registered under the Medical and dental Practitioners act, 1970.
- (b) Resignation after 10 years of continuous service with the same employer;
- (c) To the employee's beneficiaries, in the case of such employee's death in service.

(2) Notwithstanding sub-regulation(1) the payment of severance allowance under any other circumstances not mentioned in sub-regulation (1) shall be governed by Section 34 of the Employment Act 1980.

Casual Work.

15. An employee employed on casual basis shall be paid for each day or shift worked at a rate not less than the basic minimum wage applicable thereto.

Watchman's Clothing and Equipment.

16. (1) The employer of a watchman shall provide him free of charge with two pairs of boots, a police whistle, a club, a hat, and an overcoat or rain coat as is reasonably necessary in prevailing weather conditions.

(2) Any clothing or equipment referred to in sub-regulation (1) shall be of a reasonable quality and shall remain the property of the employer.

Redundancy.

17. When an Employee has been employed for a period of three years or more and his employment is terminated for reasons which are beyond the control of either the employer or the employee he will be paid either:

- (a) a redundancy payment equal to two-thirds of his monthly wage multiplied by four; or
- (b) severance allowance required by the Employment Act whichever is greater, but he will not be entitled to be paid both severance pay and redundancy pay.

Piece or Task Work

18. An employee, engaged on task or piece work shall be entitled to wages and conditions of employment not less than those specified in this Order.

Transport

19. An employee, who by nature of his employment is required on any day to remain on duty after 6 p.m or is required to start work before 6.30 a.m. shall be provided free of charge with transport between his place of work and his home or such point on a public road as may be mutually agreed upon between the employer and the employee.

Continuous Service.

20. (1) Continuous service is service in the employment of the employer interrupted only by the death, retirement or discharge of the employee concerned.

Provided that an employee who is re-engaged within two months of his discharge shall be deemed to be in the continuous service of that employer.

(2) Where, following upon a change of ownership of an establishment or undertaking an employee enters the service of the new owner without interruption, his service shall be deemed to be continuous service in the employment of the new owner.

Protective Clothing.

21. If it is necessary to protect an employee from physical or chemical injury which may arise from the work he is required to do, the employer shall supply that employee with adequate protective clothing and such employee shall use the protective clothing as instructed.

Revocation.

22. The Regulation of Wages (Retail, Hairdressing, Wholesale and Distributive Trade) Order, 2004 (Legal Notice No. 74 of 2004) is hereby revoked.

FIRST SCHEDULE

BASIC MINIMUM WAGE
(EMALANGENI PER MONTH)

(A) Bhunya, Big Bend, Havelock Mine, Luyengo, Matata, Malkerns, Manzini, Mbabane, (including establishment situated along and within 5km on either side of the Mbabane / Manzini main road stretching 20 km from Mbabane); Matsapha Industrial Area, Mhlambanyatsi, Mhlume, Ngwenya, Nhlangano, Piggs Peak, Sidvokodvo, Simunye, Siteki, Tabankulu, Tshaneni, Vuvulane, Nsoko Shopping Complex, Ngonini Shopping Complex, Ebuhleni Shopping Complex, Lavumisa, Mankayane, Lomahasha Shopping Complex and Hlatikulu.

	A	B
	Urban Areas	All other areas
General Labourer	927.00	809.00
Lorryman	927.00	809.00
Watchman	927.00	809.00
Messenger	927.00	809.00
Deliveryman	927.00	809.00
Heavy Duty Labourer	927.00	809.00
Pre-Packer	927.00	809.00
Commercial Cleaner	927.00	809.00
Junior Clerk	968.00	830.00
Senior Clerk	1021.00	866.00
Junior Shop Assistant	927.00	809.00
Junior Merchandiser	927.00	809.00
Telephone Switchboard Operator	927.00	809.00
Copy Typist	927.00	809.00
Driver (Light Vehicle)	968.00	830.00
Petrol Pump Attendant	968.00	830.00
Driver (Heavy Duty)	1021.00	866.00
Shop Assistant	1021.00	866.00
Merchandiser	1021.00	866.00

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Blockman	1021.00	866.00
Trainee Cashier	927.00	809.00
Cashier	1164.00	919.00
Beautician	1182.00	937.00
Cashier (salon)	1013.00	658.00
Hairdresser	929.00	634.00
Assistant Hair Dresser	760.00	494.00
Hair Braider	760.00	494.00
Barberperson	675.00	439.00
Baker	1021.00	866.00
Assistant Baker	927.00	809.00
Hyster/ Forklift Driver	1021.00	866.00

NB: Areas reflected against A above are, for the purposes of this Wages Regulations Order, deemed to be Urban Areas.

SECOND SCHEDULE

WRITTEN PARTICULARS OF EMPLOYMENT

1. Name of Employer
2. Name of Employee
3. Date Employment began
4. Wage and method of calculation
5. Interval at which wages are paid
6. Normal hours of work
7. Short description of employees' work
.....
.....
8. Probation Period
9. Annual Holiday Entitlement
10. Paid Public Holiday

11. Payment during sickness
12. Maternity Leave (if employee female)
13. Notice employee entitled to receive
14. Notice employee required to give
15. Pension Scheme (if any, other than N.P.F. Scheme)
-
16. Any other matter either party wishes to include
-

Notes (a) An Employee is free to join an industry union which is recognised by the undertaking.
The address of the Industry Union is:

- (b) The grievance procedure in this undertaking requires that a grievance should be first referred to

.....
.....

- (c) When any heading is inapplicable enter nil

SignedEmployer
.....Employee
.....Witness
.....Date

M. E. VILAKAZI
PRINCIPAL SECRETARY
MINISTRY OF ENTERPRISE & EMPLOYMENT

