

## Product Data Sheet – SAFETY SIGNAGE

# WAS2 SIGN - MSC20

BASIC CONDITIONS OF EMPLOYMENT ACT, 1997 SUMMARY TO BE KEPT BY AN EMPLOYER IN TERMS OF SECTION 30	
<p>The following is a summary of the provisions of the most important sections of the Basic Conditions of Employment Act, 1997</p> <p><b>1. APPLICATION OF THE ACT SECTION 3</b></p> <p>The Act applies to all employees and employers except members of the National Defence Force, National Intelligence Agency, South African Secret Service and special constables working for a government within its mandate purposes.</p> <p>The Act also prescribes conditions of employment for all employees.</p> <p><b>2. REGULATION OF WORKING TIME CHAPTER TWO</b></p> <p><b>2.1 Application</b> This chapter does not apply to senior managerial employees, employees engaged in casual or casual work and those employees who work more than 24 hours a month.</p> <p><b>2.2 Ordinary hours of work Section 9</b> No employer may require or permit an employee to work more than: a. 45 hours in any week; b. 10 hours in any day; for employee who works five days a week or less; c. eight hours in any day; for employee who works more than five days a week.</p> <p><b>2.3 Overtime Section 10</b> 2.3.1 An employer may not require or permit an employee to work overtime except by agreement. a. to work overtime except by agreement; b. to work overtime; c. to work overtime; 2.3.2 Overtime must be paid at 1.5 times the employee's normal wage or an employee has agreed to receive paid time off.</p> <p><b>2.4 Compressed working week Section 11</b> 2.4.1 An employer may require or permit an employee to work up to 12 hours in a day without receiving overtime pay. 2.4.2 This agreement may not require or permit an employee to work: a. more than 45 ordinary hours in any week; b. more than 10 hours overtime in any week; c. more than five days in any week.</p> <p><b>2.5 Averaging of hours of work Section 12</b> 2.5.1 A collective agreement may permit the hours of work to be averaged over a period of up to four months. 2.5.2 An employee who is bound by a collective agreement may not work more than: a. an average of 45 ordinary hours in a week over the agreed period; b. an average of 10 hours overtime in a week over the agreed period.</p> <p><b>2.6 Meal intervals</b> 2.6.1 An employee must have a meal interval of 45 minutes after four hours work. 2.6.2 An employer may: a. reduce the meal interval to 35 minutes; b. dispense with the meal interval between hours of work on a day.</p> <p><b>2.7 Daily and weekly rest period Section 13</b> An employer must have a day rest period of 11 consecutive hours and a weekly rest period of 35 consecutive hours, when, unless otherwise agreed, must include Sunday.</p> <p><b>2.8 Pay for work on Sundays Section 14</b> 2.8.1 An employee who conscientiously works on a Sunday must receive double pay. 2.8.2 An employee who conscientiously works on a Sunday must be paid at 1.5 times the normal wage. 2.8.3 Employees who are working on a Sunday may be required to work: a. on any public holiday; b. on any day of the week; c. on any day of the week; d. on any day of the week; e. on any day of the week; f. on any day of the week; g. on any day of the week; h. on any day of the week; i. on any day of the week; j. on any day of the week; k. on any day of the week; l. on any day of the week; m. on any day of the week; n. on any day of the week; o. on any day of the week; p. on any day of the week; q. on any day of the week; r. on any day of the week; s. on any day of the week; t. on any day of the week; u. on any day of the week; v. on any day of the week; w. on any day of the week; x. on any day of the week; y. on any day of the week; z. on any day of the week;</p>	<p><b>2.8 Public holidays Section 18</b> 2.8.1 Employees must be paid for any public holiday that falls on a working day. 2.8.2 Public holidays may be substituted for any public holiday that falls on a working day. 2.8.3 A public holiday may be substituted for any public holiday that falls on a working day.</p> <p><b>3. LEAVE CHAPTER THREE</b></p> <p><b>3.1 Application</b> This chapter does not apply to an employee who works less than 24 hours a month for an employer and for an agreement provides for more in excess of the provisions of this chapter.</p> <p><b>3.2 Annual leave Section 29-31</b> 3.2.1 Employees are entitled to 21 consecutive days' annual leave or 17 days' annual leave, one day for every 17 days worked or one hour for every 17 hours worked. 3.2.2 Leave must be granted not later than six months after the end of the leave cycle. 3.2.3 An employer must give an employee instead of granting leave a credit of termination of employment.</p> <p><b>3.3 Sick leave Section 32-34</b> 3.3.1 An employee is entitled to six weeks' paid sick leave in a period of 36 months. 3.3.2 During the last six months an employee is entitled to one day's paid sick leave for every 26 days worked. 3.3.3 An employer may require a medical certificate before paying an employee who is absent for more than two consecutive days or who is frequently absent.</p> <p><b>3.4 Maternity leave Section 35-36</b> 3.4.1 A pregnant employee is entitled to four consecutive months' maternity leave. 3.4.2 A pregnant employee or an employee nursing her child is not allowed to perform work that is hazardous to her or her child.</p> <p><b>3.5 Family responsibility leave Section 37</b> 3.5.1 Full-time employees are entitled to three days paid family responsibility leave per year or 10 days, when the employee's child is born or sick, or in the event of the death of the employee's spouse or the partner, or the employee's parent, adoptive parent, grandparent, child, adopted child, grandchild or sibling. 3.5.2 An employer may require a medical certificate.</p> <p><b>4. PARTICULARS OF EMPLOYMENT AND REMUNERATION CHAPTER FOUR</b></p> <p><b>4.1 Application</b> This chapter does not apply to an employee who works less than 24 hours a month for an employer.</p> <p><b>4.2 Written particulars of employment Section 38</b> 4.2.1 An employer must supply an employee when the employee commences employment, with the following writing: a. full name and address of the employer; b. name of occupation of the employee or a brief description of the work; c. date of commencement of employment; d. date of termination of employment; e. date of termination of employment; f. date of termination of employment; g. date of termination of employment; h. date of termination of employment; i. date of termination of employment; j. date of termination of employment; k. date of termination of employment; l. date of termination of employment; m. date of termination of employment; n. date of termination of employment; o. date of termination of employment; p. date of termination of employment; q. date of termination of employment; r. date of termination of employment; s. date of termination of employment; t. date of termination of employment; u. date of termination of employment; v. date of termination of employment; w. date of termination of employment; x. date of termination of employment; y. date of termination of employment; z. date of termination of employment;</p>

**Description** Basic Conditions of Employment Signage

**Physical Prop.** 0.9mm ABS Plastic

**Uses** Lists the basic conditions of employment

**Sizes** 1225mm x 610mm

**Standards** All materials used are SABS approved