

**RESEARCH, LEGISLATION & LABOUR
STANDARDS DIVISION**

**ELECTRICAL ENGINEERING
&
MECHANICAL WORKSHOPS**

REMUNERATION ORDER

REGULATIONS 1983



THE INDUSTRIAL RELATIONS ACT

REGULATIONS MADE BY THE MINISTER UNDER SECTION 96 OF THE INDUSTRIAL RELATIONS ACT.

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(Formerly G N No 49 of 1978, 55/79, 143/81, 264/81)

1. These regulations may be cited as the **Electrical, Engineering and Mechanical Workshops (Remuneration Order) Regulations 1983.**

2. In these regulations-

"apprentice" means a worker who is employed solely for the purpose of learning and acquiring skill in a trade to which these regulations apply;

"automobile electrician grade III" means a worker capable of-

- safeguarding himself and others working with him against any electric risk;
- understanding the general wiring of an automobile;
- detecting minor electric faults and carrying out necessary repairs; and
- carrying out minor repairs on starters, alternators, generators and other electrical appliances;

"automobile electrician grade II" means a worker capable of-

- performing all operations of an automobile electrician grade III;
- performing minor AC and DC work;
- performing soldering work;
- reading and understanding car circuit diagrams and effecting all repairs to the electrical system of an automobile;

- (e) installing, repairing, locating and removing faults on electric motors, and starters, alternators, generators, battery charging equipment, switchgear and other electrical appliances;
- (f) dealing with minor repairs on batteries and charging them effectively; and
- (g) using voltmeters, ammeters, detectors and other testing equipment required in connection with his trade;

"automobile electrician grade I" means a worker capable of -

- (a) performing all the operations of an automobile electrician grade II;
- (b) understanding AC and DC fundamentals and carrying repairs on all electrical machines, complete rewinding of starters, alternators and dynamos;
- (c) understanding the chemical reactions taking place in a battery and effecting the complete overhaul of a battery;
- (d) reading and understanding complicated wiring diagrams of car electrical equipment; and
- (e) locating and repairing simple faults in electronic ignition circuits;

"blacksmith grade III" means a worker capable of-

- (a) using and maintaining the tools of the trade;
- (b) preparing and tending fires for the purpose of his trade;
- (c) dealing with the working characteristics of wrought iron, mild steel and plain carbon steels;
- (d) making from a model hammers, tongs, chisels and other hand tools in general use;
- (e) bending round, angling and channelling sections to a given pattern, repairing the body of lorries, hooks or chain links; and
- (f) using a pneumatic hammer effectively;

"blacksmith grade II" means a worker capable of-

- (a) performing all the operations of a blacksmith grade III;
- (b) carrying out measurements and calculations required in the trade;
- (c) doing tempering and simple heat treatment;
- (d) making forging from sketches;
- (e) making simple welds in wrought iron and steel;
- (f) accurately forging rivets and pins; and
- (g) annealing simple hooks and chains;

"blacksmith grade I" means a worker capable of-

- (a) performing all the operations of a blacksmith grade II;

- (b) organising and supervising work at a forge;
- (c) being conversant with annealing, tempering, normalising, hardening of different types of iron and steel and other heat treatment operations;
- (d) dealing with the working characteristics of wrought iron, mild steel and tool steel; and
- (e) accurately performing hand forging and welding operations;

"carpenter grade II" means a worker capable of-

- (a) using and maintaining the tools of the trade;
- (b) carrying out the measurements and calculations required;
- (c) identifying the properties, uses and working characteristics of common timber used in the trade;
- (d) making simple mortise and tenon joints, and plans and groove boards for panelling;
- (e) making and finishing boarded panels and floorings;
- (f) making and fixing skirtings and internal joinery generally;
- (g) carrying out simple repair work and erecting scaffolding and shuttering for concrete work;
- (h) erecting and repairing wooden roof structures including the fixing of roofing sheets and shingles;
- (i) making and fixing doors, windows and louvres, fixing wooden logging for evaporators and vacuum pans and repairing the wooden bodywork of lorries;
- (j) identifying the properties, uses and working characteristics of all timber used in the trade;
- (k) making all types of joints used in carpentry and identifying their properties;
- (l) carrying out all types of repair work to timbered structures;
- (m) making out from drawings the timber required for the repair or construction of a framework, roofs truss, or any other type of structure, including wooden logging for evaporators or vacuum pans and the wooden body work of lorries; and
- (n) carrying out the construction of chairs, tables, benches, cabinets and other simple joinery work;

"carpenter grade I" means a worker capable of-

- (a) performing all the operations of a carpenter grade II;
- (b) carrying out from drawings and specifications the construction of any structure, building or shuttering for concrete work, preparing and correctly setting out all timber members and erecting all partitions, roofs, doors and window frames;
- (c) taking off quantities from plans and preparing cutting lists;

- (d) inspecting and reporting on the state of repairs of any wooden structure; and
- (e) making free-hand dimensioned sketches;

"continuous employment" means the employment of a worker under an agreement or under more than one agreement where the interval between one agreement and the next does not exceed 28 days;

"earnings"-

- (a) means basic wages; and
- (b) includes-
 - (i) wages for work done in excess of a normal day's work, or on a public holiday;
 - (ii) remuneration paid under paragraphs 9 and 10 of the Second Schedule; **(G N No176 of 1995)**

"electrical workshop" means a workshop engaged in the repair and maintenance of machinery, equipment and apparatus used for the measurement, generation, transmission, storage and utilisation of electric power;

"electrician grade II" means a worker employed in an electrical or engineering workshop, and capable of-

- (a) safeguarding himself and others working with him against any electric risk;
- (b) performing soldering work;
- (c) working on poles, fixing arms, insulators, brackets, cable fuses and running and regulating overhead lines;
- (d) dealing with all types of internal wiring on electric lighting and power installations including conduit, and copper covered cable, armoured cable work and metal and plastic trunking;
- (e) dealing with low tension circuits;
- (f) performing ordinary maintenance work on electric lighting, power installations and overhead lines;
- (g) renewing fuses and making and soldering conductor joints of all types on low tension systems;
- (h) effecting minor repairs to motors, dynamos, generators and other electrical appliances; and
- (i) assembling electrical components and performing simple wiring on electrical panels;

"electrician grade I" means a worker employed in an electrical or engineering workshop, and capable of-

- (a) performing all the operations of an electrician grade II;

- (b) dealing with and replacing AC and DC work, batteries and automotive circuits;
- (c) dealing with the types of cables and sizes of conductors and bus bars used on various types of electric lighting and power installations and electric machines;
- (d) preparing compounds and filling joint boxes;
- (e) installing, repairing, locating and removing faults on electric motors, starters, dynamos, generators, battery charging equipment, automotive circuits, domestic appliances, switchgear and circuit breakers;
- (f) using meggers, voltmeters and ammeters and other testing equipment in connection with his trade;
- (g) reading and understanding simple wiring diagrams;
- (h) preparing estimates of quantities of materials required for specific works; and
- (i) performing complete wiring of electrical panels;

"electrician superior grade" means a worker employed in an electrical or engineering workshop, and capable of-

- (a) performing all the operations of an electrician grade I;
- (b) locating and repairing simple faults in industrial electronic equipment;
- (c) dealing with the appropriate size of conductors, fuses and meters for any given load;
- (d) reading and writing English and French;
- (e) reading and understanding complicated wiring diagrams and plans of electrical equipment and motors; and
- (f) rewinding any type of electrical motor, generator or transformer and repairing any type of electrical equipment or appliance;

"engineering workshop" means a workshop engaged in the design, manufacture, erection, commissioning and servicing of electrical and mechanical equipment and machinery;

"fitter grade III" means a worker capable of-

- (a) carrying out measurements and calculations required in the trade;
- (b) using all the tools of the trade;
- (c) cutting chevron grooves in mill rollers and simple keyways;
- (d) filing, scraping and bedding flat and curved surfaces to a finish of 0.1mm;
- (e) using drifting, shaping, planing, milling and sawing machines;
- (f) dismantling, fitting, overhauling and erecting pumps, small steam engines and mechanical lubricators, and other simple parts of machinery; and
- (g) doing simple marking off;

"fitter grade II" means a worker capable of-

- (a) performing all the operations of a fitter grade III;
- (b) doing marking off from datum line;
- (c) filing and scraping to a finish of 0.05 mm;
- (d) using inside and outside calipers and precision instruments used in the trade;
- (e) fitting and aligning a complete set of bearings for a shaft and aligning machineries; and
- (f) dismantling, fitting, overhauling and re-erecting more complicated parts of machinery such as mills and larger steam engines;

"fitter grade I" means a worker capable of-

- (a) performing all the operations of a fitter grade II;
- (b) making free-hand dimensioned sketches and reading drawings;
- (c) doing any marking off from drawings; and
- (d) using precision instruments such as dial gauges and micrometers, in performing work of the highest precision in precise fitting operations;

"heavy mechanical workshop" means a workshop engaged in-

- (a) the repair and maintenance of heavy machinery, including heavy rollers, boilers, evaporators, steam engines and their components for the manufacturing industry;
- (b) the repair and maintenance of heavy equipment, including cranes, crawler tractors, heavy dumpers and earth moving equipment generally and their components for agriculture and the construction industry; or
- (c) the repair and maintenance of ships, tugs, barges and their components;

"light mechanical vehicles" includes cars, lorries and light wheel tractors, whether running on petrol or diesel;

"light mechanical workshop" means a workshop engaged in the repair and maintenance of-

- (a) bicycles, motorcycles and other two-wheelers, and their components; or
- (b) light mechanical vehicles and their components;

"motor mechanic grade III" means a worker employed in a light mechanical workshop and capable of-

- (a) using and maintaining the tools and equipment of the trade;
- (b) overhauling and reassembling the simple mechanical assembly of light mechanical vehicles and
- (c) (i) carrying out minor adjustments to brakes, clutches and other mechanical parts of light mechanical vehicles;
- (ii) locating and repairing minor mechanical faults; or
- (iii) maintaining and repairing bicycles and their components;

"motor mechanic grade II" means a worker who is capable of performing all the operations of a motor mechanic grade III, and-

- (a) where he is employed in a heavy mechanical workshop, is capable of maintaining, repairing, overhauling and reassembling bulldozers, crawler tractors, agricultural and earth moving equipment, cranes, and other heavy mechanical units; or
- (b) where he is employed in a light mechanical workshop, holds a valid driving licence and is capable of-
 - (i) understanding simple dimensioned sketches and drawings;
 - (ii) repairing and adjusting clutches, gearboxes, coupling, rear axles, brakes systems (ordinary hydraulic and power brakes), steering systems, springs, swivel pins, and stub axles;
 - (iii) testing a crankshaft for alignment and refitting it with a complete set of bearings by scraping;
 - (iv) using all tools and equipment used in the workshop;
 - (v) detecting faults and repairing a motor vehicle;
 - (vi) testing a vehicle for roadworthiness after the vehicle has been repaired;

"motor mechanic grade I" means a worker who holds a valid driving licence and-

- (a) where he is employed in a heavy mechanical workshop, is capable of performing all the operations of a motor mechanic grade II, employed in a light mechanical workshop and all the operations of a motor mechanic grade II employed in a heavy mechanical workshop;
- (b) where he is employed in a light mechanical workshop, is capable of-
 - (i) performing all the operations of a motor mechanic grade II employed in a light mechanical workshop;
 - (ii) reading and writing English and French;
 - (iii) understanding measurements required in the trade and using cylinder gauges, micrometers, dial gauges, depth gauges, crankshaft indicators and other precision instruments;
 - (iv) identifying all parts of motor vehicles by their English or French names;
 - (v) reading sketches and drawings;
 - (vi) dealing with various working clearances and components;
 - (vii) tuning engines;
 - (viii) dismantling, reassembling and adjusting carburettors;
 - (ix) dealing with and adjusting internal combustion engines, diesel fuel pumps and nozzles;

"motor mechanic superior grade" means a worker who-

- (a) is employed in a heavy mechanical workshop;
- (b) holds a valid driving licence; and
- (c) is capable of-
 - (i) performing all the operations of a motor mechanic grade I, employed in a light mechanical workshop and all the operations of a motor mechanic grade I employed in a heavy mechanical workshop;
 - (ii) maintaining, repairing, overhauling and reassembling heavy mechanical units including all hydraulic systems; and
 - (iii) reading and interpreting mechanical engineering drawings;

"moulder grade III" means a worker capable of-

- (a) dealing with routine foundry work;
- (b) using and maintaining the tools of the trade;
- (c) carrying out measurements and calculations required in the trade; and
- (d) preparing moulds for simple castings and making fitting cores for these moulds;

"moulder grade II" means a worker capable of-

- (a) performing all the operations of a moulder grade III;
- (b) dealing with and preparing sands and facings used in the making of moulds;
- (c) preparing moulds for all types of castings and making fitting cores for these moulds; and
- (d) charging and working a brass and cast iron crucible furnace including mixing metals;

"moulder grade I" means a worker capable of-

- (a) performing all the operations of a moulder grade II;
- (b) dealing with the castings of alloys and special metals;
- (c) conducting all foundry operations; and
- (d) charging and working an iron cupola including packing and mixing metals;

"painter grade II" means a worker capable of-

- (a) differentiating between colours;
- (b) using and maintaining brushes, rollers, blow-lamps, spray guns and other tools of the trade;
- (c) removing paint with washing soda solution, washing and burning off paints;
- (d) preparing surfaces for painting;
- (e) making putty, using sand paper, painting, stopping up and flattening down with pumice, and varnishing;
- (f) preparing ordinary distemper; and

- (g) preparing, mixing and matching paints, using boiled or raw linseed oil and driers;

"painter grade I" means a worker capable of-

- (a) performing all the operations of a painter grade II;
- (b) doing ordinary lining, sign-writing and lettering;
- (c) mixing and blending paints to any required shade;
- (d) preparing motor vehicle bodies for cellulose spraying;
- (e) completely supervising cellulose spraying on an automobile and polishing with rubbing compound;
- (f) dealing with the properties and application of the various types of paints, enamels, stains, varnishes and polishes;
- (g) dealing with fillers and thinning paint; and
- (h) using primers, undercoats and finishing coats in paint and enamel;

"panel beater grade III" means a worker capable of-

- (a) carrying out simple measurements and calculations required in the trade;
- (b) carrying out repairs on the metallic bodies of vehicles;
- (c) cutting plates up to 1/16 inch and rivet heads;
- (d) preparing and adjusting plates for welding; and
- (e) punching rivet holes and using pneumatic tools for riveting;

"panel beater grade II" means a worker capable of-

- (a) performing all the operations of a panel beater grade III;
- (b) carrying out measurements and calculations required in the trade;
- (c) working from simple sketches and drawings;
- (d) performing marking out of plates;
- (e) using rolling and bending machines to cut, bend and roll steel plates;
- (f) using welding equipment; and
- (g) manufacturing panels for electrical controls and hydraulic package units;

"panel beater grade I" means a worker capable of-

- (a) performing all the operations of a panel beater grade II;
- (b) marking out plates accurately and to any required shape according to drawings;
- (c) setting out and developing plates to any thickness to give the correct form when bent; and
- (d) estimating the materials required for any given job;

"pattern maker grade III" means a worker capable of -

- (a) carrying out measurements and necessary calculations in the trade;
- (b) using and maintaining the tools of the trade;
- (c) making patterns and core boxes of simple design; and

(d) repairing damaged patterns and core boxes;

"pattern maker grade II" means a worker capable of -

- (a) performing all the operations of a pattern maker grade III;
- (b) identifying and knowing the working characteristics of the common timber used in the trade; and
- (c) making complicated patterns and core boxes from drawings and making such allowances for contraction of the metal;

"pattern maker grade I" means a worker capable of-

- (a) performing all the operations of a pattern maker grade II;
- (b) reading any mechanical drawing in which castings are involved;
- (c) making free-hand dimensioned sketches;
- (d) understanding contraction figures for the common types of metals and making corresponding allowances for the amount of draw on the patterns; and
- (e) making any type of pattern and core box;

"rigger grade III" means a worker capable of-

- (a) dealing with necessary safety precautions;
- (b) using and maintaining winches, hoists, jacks, tackles and other tools of the trade;
- (c) operating overhead cranes in the workshop for handling heavy machinery; and
- (d) loading and unloading and moving heavy equipment to a designated site;

"rigger grade II" means a worker capable of -

- (a) performing all the operations of a rigger grade III;
- (b) erecting rigging poles, masts and other scaffolding for simple operations, including dismantling and erection of small roof trusses, steel structures and equipment;
- (c) supervising and organising the work of his gang; and
- (d) dealing with the working strength of wires, chains, ropes and lifting tackles;

"rigger grade I" means a worker capable of-

- (a) performing all the operations of a rigger grade II;
- (b) performing all the types of rigging operations necessary for the erection of heavy equipment and machineries, structural steel work and roof trusses; and
- (c) reading and understanding drawings and handling instructions;

"sheet metal worker/boiler maker grade III" means a worker capable of-

- (a) carrying out simple measurements and calculations required in the trade;
- (b) cutting plates above 1/16 inch and rivet heads;

- (c) drawing out, tempering and grinding chisels;
- (d) building and tending fire to bring rivets to correct heat;
- (e) striking and holding up rivets;
- (f) performing cold riveting;
- (g) punching rivet holes;
- (h) using pneumatic tools for riveting;
- (i) preparing and chamfering plates for welding;
- (j) repairing tanks, troughs and large diameter pipes; and
- (k) dismantling, cleaning and re-erecting pipes and accessories;

"sheet metal worker/boiler maker grade II" means a worker capable of-

- (a) performing all the operations of a sheet metal worker and boiler maker grade III;
- (b) carrying out measurements and calculations required in the trade;
- (c) working from simple sketches and drawings;
- (d) performing marking out of plates;
- (e) using a rolling and bending machine;
- (f) preparing chain slats to a pattern;
- (g) cutting, bending and rolling steel plates;
- (h) preparing and erecting simple metallic structures;
- (i) performing hot riveting in any position and dealing with the necessary length of rivets for all types of riveting;
- (j) extracting, annealing, replacing and expanding tubes;
- (k) riveting fullers and caulking seams;
- (l) carrying out hydraulic tests on pressure vessels; and
- (m) understanding the operation of all types of boilers and heat exchangers;

"sheet metal worker/boiler maker grade I" means a worker capable of-

- (a) performing all the operations of a sheet metal worker and boiler maker grade II;
- (b) marking out plates accurately and to any required shape according to drawings;
- (c) spacing rivet holes and dealing with the necessary rivet diameter and length for any type of job;
- (d) setting out and developing plates to any thickness to give the correct form when bent;
- (e) preparing and erecting all metallic structures;
- (f) carrying out careful examination of boilers and pressure vessels and reporting on their condition;
- (g) overhauling and carrying out major repairs on all types of boilers and heat exchangers; and
- (h) estimating the materials required for any given job;

"turner grade III" means a worker capable of-

- (a) using and maintaining the tools of the trade;
- (b) carrying out measurements and calculations required in the trade; and
- (c) performing turning operations, plane and taper to a precision of 0.08 mm and ordinary screw cutting, internal and external;

"turner grade II" means a worker capable of-

- (a) performing all the operations of a turner grade III;
- (b) performing high precision work (0.005 mm) on simple, capstan and turret lathes;
- (c) working out the change of gear wheels for screw cutting;
- (d) gauging the correct cutting speed and feed for metals;
- (e) reading and interpreting engineering drawings; and
- (f) understanding the use of proper coolants;

"turner grade I" means a worker capable of-

- (a) performing the operations of a turner grade II;
- (b) reading and interpreting engineering drawings and operation sheets;
- (c) setting the machine correctly for all types of work;
- (d) using precision instruments in high precision work such as grinding and lapping attachments; and
- (e) understanding the theory and use of coolants;

"tyreman" means a worker capable of-

- (a) using and maintaining the tools of the trade;
- (b) removing and replacing tyres of all types of wheels;
- (c) repairing inner tubes;
- (d) understanding the purpose of ordinary, tubeless and radial tyres;
- (e) maintaining and repairing punctures in tubeless tyres by plugging and vulcanising, etc.
- (f) adjusting wheel balancing where the necessary apparatus is available; and
- (g) operating and maintaining air compressors for inflating tyres;

"tyreman assistant" means a worker capable of-

- (a) using and maintaining the tools of the trade; and
- (b) assisting and helping the tyreman in the trade;

"upholsterer" means a worker who-

- (a) **stitches and changes plastic, leather or other sheeting in seats and backrests;**
- (b) cuts and changes forms according to sizes of seat frames;
- (c) prepares seats, backrests and coverings;(G N No 176 of 1995)

"welder grade III" means a worker capable of-

- (a) using and maintaining the tools of the trade;

- (b) taking necessary safety precautions;
- (c) dealing with electrodes in general use and preparing all work for welding; and
- (d) carrying out all forms of welds in mild steel and structural steel and using an oxyacetylene torch and electric arc welding for simple cutting and welding downhand;

"welder grade II" means a worker capable of-

- (a) performing all the operations of a welder grade III;
- (b) using an oxyacetylene flame for all welding and cutting purposes;
- (c) working from simple drawings and sketches;
- (d) carrying out all forms of welding in all thicknesses of materials;
- (e) making welds in oblique, vertical and up-hand positions;
- (f) adopting correct measures to avoid under-cutting, expansion and contraction;
- (g) recognising different metals and selecting the most suitable electrodes for welding;
- (h) welding with submerged arc welding set ; and
- (i) being coded to any recognised standard procedure excluding MIG AND TIG procedures;

"welder grade I" means a worker capable of-

- (a) performing all the operations of a welder grade II;
- (b) making dimensioned free-hand sketches and reading and interpreting any drawings;
- (c) reading and carrying out properly welding instructions written in English and French;
- (d) carrying out all welding jobs according to the strictest procedures; and
- (e) working with MIG, TIG welding sets;

"worker"-

- (a) means a person employed in an electrical, engineering or mechanical workshop;
- (b) does not include a person governed by any other Remuneration Order.

3. (1) Subject to regulation 5, every worker shall be-

- (a) remunerated at the rates specified in the First Schedule; and
- (b) governed by the conditions of employment specified in the Second Schedule.

(2) The rates specified in the First Schedule include the appropriate additional remuneration payable under the Additional Remuneration Act.

(3) A worker shall be remunerated at the rate specified in the First Schedule in accordance with the number of years of service he reckons with the same employer in the grade in which he is employed.

(4) Where an apprentice has completed 5 years of service with the same employer, he shall be remunerated as a skilled worker in at least the lowest grade of the trade in which he has served as apprentice.

(5) Where a worker is employed on a daily basis, he shall be remunerated at a rate not less than 1/26 of the rate specified in the First Schedule.

4. An agreement by a worker to relinquish his right to a paid holiday or to forgo such holiday shall be void.

5. Nothing in these regulations shall-

- (a) prevent an employer from remunerating a worker at a rate higher than that specified in the First Schedule or from providing him with conditions of employment more favourable than those specified in the Second Schedule;
- (b) authorise an employer to reduce a worker's wages or to alter his conditions of employment so as to make them less favourable.

6. The Electrical, Engineering and Mechanical Workshops Remuneration Order 1978 is cancelled.

7. These regulations shall be deemed to have come into operation on 1 July 1983.

Made by the Minister on 12 August 1983.

SECOND SCHEDULE

(regulation 3)

1 Normal working hours

- (1) A normal working week for a worker, other than a watchman, shall consist of 45 hours' work excluding time allowed for lunch and tea breaks.
- (2) A normal day's work for a worker, other than a watchman, shall-
 - (a) on every day other than a Saturday or a public holiday, consist of 8 hours' work to be performed between 7 a.m and 5 p.m.;
 - (b) on every Saturday, consist of 5 hours' work to be performed between 7 a.m and 2 p.m.
- (3) (a) A normal working day for a watchman shall consist of 12 hours.
(b) Where a watchman is required to work on every day of a month he shall be entitled to 3 days' leave without pay during the month, one of the days being a Sunday.

2 Lunch and tea breaks

A worker, other than a watchman, shall be entitled, on every working day, to-

- (a) a lunch break of one hour unless the worker and the employer otherwise agree, to be taken before noon;
- (b) 2 tea breaks of 10 minutes each on every normal working day other than a Saturday. **(G N No176 of 1995)**

3 Extra work

- (1) Where a worker other than a watchman-
 - (a) works on a public holiday he shall be remunerated-
 - (i) for the first 8 hours, at twice the basic rate; and
 - (ii) thereafter at 3 times the basic rate;
 - (b) performs more than a normal day's work on any other day, he shall be remunerated at one and a half times the basic rate.
- (2) Where a watchman-
 - (a) works on a public holiday, he shall be remunerated-
 - (i) for the first 12 hours, at twice the basic rate;
 - (ii) thereafter, at 3 times the basic rate;
 - (b) performs more than a normal day's work on any other day, he shall be remunerated at one a half times the basic rate.

4 Notional calculation of basic rate

For the purpose of determining remuneration due for extra work or for any other purpose-

- (a) a month shall be deemed to consist of 26 days;
- (b) a day shall be deemed to consist of-
 - (i) in the case of a watchman, 12 hours;
 - (ii) in every other case, 8 hours.

5 Payment of wages

- (1) A worker shall be paid his wages during working hours-
 - (a) in the case of a monthly paid worker, not later than the second working day in the following month;
 - (b) in the case of a daily worker, not later than the last working day of every week or, where the worker so agrees, every fortnight.
- (2) Every employer shall, at the time of paying the wages of a worker, issue to him a payslip stating inter alia-
 - (a) the worker's name, category and his social security number;
 - (b) his total wages and each item of allowance;
 - (c) all deductions made and the reasons therefor;
 - (d) the total number of days on which he was present at work;
 - (e) the number of hours of extra work performed by him and the corresponding extra payment.(G N No 176 of 1995)

6 Travelling benefits

- (1) Every worker shall be entitled to free transport or be paid the return bus fare where no free transport is available if the distance between his residence and the place where he reports for work exceeds-
 - (a) 3 km in the case of a female worker; and
 - (b) 5 km in the case of a male worker.(G N No 176 of 1995)

7 Public holidays

Where a daily worker has remained in continuous employment with the same employer for 12 consecutive months he shall, during the following 12

months, be entitled to a normal day's wages in respect of every public holiday other than a Sunday which occurs while he is in the employer's service.

8 Meal allowance

Where a worker who has completed a normal day's work is required to work after 7 p.m., he shall, in addition to any remuneration due under paragraph 3, be provided with free snacks and soft drinks or an allowance of **Rs 20.00**.

(G N No 176 of 1995)

9 Annual leave

(1) Where a worker has remained in continuous employment with the same employer for 12 consecutive months, he shall, in the following 12 months, be entitled to 14 days' annual leave on full pay.

(2) 7 days of the annual leave may be taken consecutively at such time as the worker may, on application made to and approved by the employer, elect.

(3) The remaining days of the annual leave shall be taken at such time as the worker and the employer may agree or, in default of agreement, at such time as the employer may determine.

(4) A worker shall be paid a normal day's pay in respect of each day's annual leave still due to him at the end of a period of 12 consecutive months except where, before the end of the period, he has-

- (a) not applied for the leave specified in subparagraph (2);
- (b) been dismissed from his employment for misconduct;
- (c) broken his agreement. **(G N No 198 of 1983)**

10 Sick leave

(1) Subject to subparagraph (2), where a worker who has remained in continuous employment with the same employer for 12 consecutive months is sick, he shall, during the following 12 months, be entitled to-

- (a) 21 days' sick leave on full pay; and
- (b) a further period of 15 days on half pay in respect of any time which is either-
 - (i) wholly spent in a clinic or hospital; or

- (ii) certified by a medical practitioner of the clinic or hospital as necessary for the recuperation of the worker's health after his discharge from the clinic or hospital.

(2) Where a worker absents himself on grounds of sickness, he shall notify his employer on the first day of absence and, if he remains sick for more than 4 consecutive days, he shall forward a medical certificate to that effect so as to reach his employer not later than the fifth day of absence.

(3) The employer may, at his own expense, cause a medical practitioner of his choice to examine a worker who is absent on ground of sickness. **(G N No 176 of 1995)**

11 Protective equipment

(1) Every worker who has remained in continuous employment with the same employer for 12 consecutive months shall be provided with two overalls or uniforms and 2 pairs of boots or shoes not later than 31 May in every year

(2) Every worker shall be provided with gloves which shall be replaced as and when they become unserviceable. **(G N No 176 of 1995)**

12 Milk

Every blacksmith, moulder, painter, welder and every electrician in charge of batteries shall be issued with one bottle of milk by his employer on every day on which he attends work and works at his trade.

13 Funeral expenses

(1) Subject to subparagraph (2) where a worker dies, the employer shall pay a sum of **Rs 2,000** - **(G N No 176 of 1995)**

(a) to his spouse; or

(b) where he leaves no spouse, to the person who has borne the funeral expenses.

(2) Subparagraph (1) shall not apply unless the worker has been in continuous employment with the same employer for not less than 12 consecutive months.

14 End of year bonus

(1) Every worker who has remained in continuous employment with the same employer for one year, shall be entitled at the end of that year, to a bonus equivalent to 1/12 of his earnings for that year.

(2) Every worker who-

- (a) takes employment during the course of the year;
- (b) is still in employment as at 31 December; and
- (c) has performed a number of normal days' work equivalent to not less than 80 per cent of the working days during his employment in that year,

shall be entitled at the end of that year to a bonus equivalent to 1/12 of his earnings for that year.

(3) Seventy-five per cent of the expected bonus specified in subparagraph (1) shall be paid not later than 5 clear working days before 25 December and the balance not later than on the last working day of the same year. **(G N No 176 of 1995)**

15 Maternity benefits

(1) Subject to subparagraph (2), where a female worker has remained in continuous employment with the same employer for 12 months immediately preceding her confinement, she shall, on production of a medical certificate, be entitled to-

- (a) 12 weeks' leave on full pay to be taken at her discretion before and/or after confinement provided that at least 6 weeks' leave shall be taken immediately following the confinement; and
- (b) an allowance of **Rs 500** payable within 7 days of her confinement.

(2) Where a female worker who has at any time had 3 confinements is pregnant, she shall not be entitled to the benefits specified in subparagraph (1) but she shall be entitled to only the leave specified in subparagraph (1)(a) without pay.

(3) Where a female worker suffers a miscarriage which is duly certified by a Government Medical Practitioner she shall be entitled to a maximum of 2 weeks' leave on full pay. **(G N No 136 of 1990 & 176 of 1995)**

16 Overseas leave

(1) Subject to subparagraph (3), every employer shall grant to every worker reckoning continuous employment with him for a period of at least 15 years one overseas leave of at least 2 months to be wholly spent abroad.

(2) At least one month of the leave specified in subparagraph (1) shall be with pay, such pay to be effected in advance and at least 7 days before the worker proceeds abroad.

(3) For the purposes of annual and sick leave and end of year bonus, such leave shall be deemed to constitute attendance at work. (G N No 176 of 1995)

17 Gratuity at death or on retirement before 60

(1) Subject to subparagraph (2), every employer shall pay a gratuity where a worker-

- (a) dies; or
- (b) retires before the age of 60 on ground of permanent incapacity to perform his work duly certified by a Government Medical Practitioner, or the employer's medical practitioner,

provided the worker has been in continuous employment for not less than 10 years with the same employer.

(2) Where the death of a worker occurs after the age of 60, the gratuity under subparagraph (1) shall be payable only if the worker has not been paid severance allowance by the employer in accordance with the Labour Act after reaching the age of 60.

(3) The gratuity shall be paid-

- (a) in a lump sum and calculated according to the formula $N \times W/2$, where "N" means the number of years of service and "W" means the last monthly basic wage;
- (b) to the worker or the deceased worker's surviving spouse, where he leaves no surviving spouse, in equal proportions to his dependants;
- (c) irrespective of any benefits the worker or the deceased worker's surviving spouse or his dependants, as the case may be, may be entitled to under the National Pensions Act.

(4) For the purpose of subparagraph (3) -

- (a) "**spouse**" means a person with whom the worker had contracted a civil or religious marriage and with whom he lived under a common roof at the time of his death;
- (b) "**dependant**" means any person who was living in the deceased worker's household and was wholly or partly dependent on his earnings at the time of his death.(G N No 176 of 1995).