EMPLOYMENT ACT CHAPTER 160
REVISED EDITION 1988.

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CALCULATION FOR OVERTIME.

- EMPLOYMENT CALCULATION - OVERTIME
- SECTION 26 (1) ( b ) ( I ) ( ii )
- E.g.170vt per hour
- Weekly hours worked

<table>
<thead>
<tr>
<th>Weekly hours worked</th>
<th>125%</th>
<th>150%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 – 50 – 44 = 6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>“ 2 – 50 – 44 = 6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>“ 3 - 52 – 44 = 8</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>“ 4 – 60 – 44 = 16</td>
<td>4</td>
<td>12</td>
</tr>
</tbody>
</table>

16 20

170vt x 125% x 16hrs = 4,080 VT
170vt x 150% x 20hrs = 5, 100 VT

**TOTAL = 9,180 VT**

If any total weekly hours are less than 44 normal weekly hours then it will not be included in the calculation for Overtime.

**CALCULATION FOR ANNUAL LEAVE**

- **New Employment Act No.31 of 2008**
- **Amendment - Section 29 [1] [a]**
  - Between 1-6 yrs = 15 days
  - 15 days / 12 months = 1.25 per month.
  - Eg; 1 yrs, 6 months
  - 30,000Vt / 22 working days x 15 days = ANS.
  - **Section 32 paragraph 1.**
  - 6 months
  - 30,000Vt / 22 working days x 6 months [days] x 1.25 = ANS.
- **Section 29 [1] [b]**
  - Between 7 to 19 yrs = 21 days
  - Eg; 4 yrs, 6 months
  - 21 days / 12 months = 1.75 rate per month
  - Eg; 30,000Vt monthly salary
  - 30,000Vt / 22 working days x 21 days=ANS.
  - 6 months
  - 30,000Vt monthly salary
So, 30,000Vt / 22 working days x 6 months [days] x1.75 = ANS.

**CALCULATION FOR SICK LEAVE**

- Section 34 [1] = 21 days
- After 6 months within the year of employment is 21 days.
- Eg; 30,000Vt monthly FIXED salary
- 30,000Vt / 22 working days = Rate per day [1,364 Vt ]

So, Rate per day [1,364Vt ] x Total hours per day [ maybe 8 hrs ] = ANS

- Salary paid Hourly calculations;
- Eg; 170Vt per hour
- 8hours per day
- So, 170Vt per hour x 8hours per day = ANS.

Sick leave is; Daily rate

**CALCULATION FOR MATERNITY LEAVE.**
New Employment Amendment Act No. 31 of 2008

Section 36 - 66% of salary

Eg 1; 30,000Vt monthly salary x 66% = ANS
Eg 2; 15,000Vt [10 days salary or 15 days salary]
13,000Vt x 66% = ANS
Eg 3; 6,500Vt weekly wages
6,500Vt x 66% = ANS.

CALCULATION FOR NOTICES

1. Over 3 yrs = Section 49 [3] [a] – 3 months Notice
   Eg; 30,000Vt per month
   So, 30,000Vt x 3 months = 90,000Vt.

2. Less than 3 yrs = Section 49 [3] [i] – 14 days Notice or 10 days Notice
   A-Eg; 15 days salary @ 13,000Vt
   So, will be 13,000Vt
   B-Eg; 10 days salary@13,000Vt
   So, will be 13,000Vt

3. Less than 3 yrs = Section 49 [3] [ii] – Weekly Notice
   Eg; Weekly wages@6,500Vt
   So will be 6,500Vt

CALCULATION FOR SEVERANCE ALLOWANCE
Section 56[2][a]- ONE MONTH SALARY PER YEAR.

Eg; 4yrs, 6 months

1. Monthly salary – 30,000Vt x 4 yrs = ANS.

Section 56 [2] [b]

30,000Vt / 12 months x 6 months [days]= ANS.

2. Weekly wages [6,500Vt x 4 weeks x 4 yrs = ANS.

3. Fortnight salary [ 13,000 ] x 2 weeks x 4 yrs = ANS.