

OVERTIME, SUNDAY AND PUBLIC HOLIDAY PAYMENT

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| ITEM C-HR (34-2007) CSP 26/11/2007 | STANDARDISATION OF INTERPRETATION AND APPLICATION OF OVERTIME, SUNDAY AND PUBLIC HOLIDAY PAYMENT |
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RESOLVED:

1. **That** the contents of the report regarding the standardisation of the interpretation and application of overtime, Sunday and Public Holidays payment, **BE NOTED**.
2. **That** the provisions of the Conditions of Service applicable to new appointments, **BE ADOPTED** as the sole provisions for the interpretation and application of overtime, work on Sundays and Public Holidays.
3. **That** all previous and erstwhile Council resolutions pertaining to overtime, Sunday work and work on Public Holidays **BE RESCINDED** and **BE REPLACED** with the provisions of the Conditions of Service applicable to new appointments, pertaining to overtime, Sunday work and work on Public Holidays.
4. **That** all references to 1.3 and 1.5 rate of payment in the existing Conditions of Service **BE REGARDED** as a rate of 1.5 for the recognition of overtime and that the rate of payment for work on Public Holidays and Sundays, as contained in the Conditions of Service applicable to new appointments, **BE REGARDED** as 2.0 for employees who do not ordinarily work on a Sundays or Public Holidays.
5. **That**, regarding employees working on Sundays:
 - 5.1 An employee who works on a Sunday during his free period of 24 (twenty four) hours shall:
 - 5.1.1. if such an employee so works for a period not exceeding 4 (four) hours be compensated, an amount of at least equal to the salary/wage payable in respect of the period usually worked by him on a working day and:
 - 5.1.2. if such an employee so works for longer than 4 (four) hours, an amount of double his hourly wage in respect of the number of hours so worked, or an amount of double his daily wage, whichever is the larger.
 - 5.2. If the employee ordinarily works on a Sunday, the Council must pay the employee at one and one half times the employee's wage for each hour worked.
 - 5.3. If a shift worked by an employee falls on a Sunday and another day, the whole shift is deemed to have been worked on a Sunday, unless the greater portion of the shift was worked on the other day, in which case the whole shift is deemed to have been worked on the other day.
6. **That**, regarding employees working on public holidays:
 - 6.1 Council shall compensate an employee where such Public Holiday falls on the employee's normal working day, an additional amount calculated in terms of his

hourly wage in respect of the number of hours worked, or an amount equal to his daily wage, whichever is the larger to such an employee.

- 6.2 Council shall compensate an employee working on a Public Holiday, where such Public Holiday, falls on a day which is not normally a working day for the employee
 - 6.2.1 if such an employee so works for a period not exceeding 4 (four) hours, be compensated an amount of least equal to the salary/wage payable in respect of the period usually worked by him on a working day, and
 - 6.2.2. if such an employee so works for longer than 4 (four) hours, an amount of double his hourly wage in respect of the number of hours worked, or an amount of double his daily wage, whichever is the larger.
- 6.3 If a shift worked by an employee falls on a Public Holiday and another day, he whole shift is deemed to have been worked on the public holiday, but if the greater portion of the shift was worked on the other day, the whole shift is deemed to have been worked on the other day.
7. **That** any time off **BE TAKEN** within a period of 12 months from accrual and any untaken time off be automatically encashed if the employer does not grant time off to employees within a period of 12 months.
8. **That** approved overtime claimed by employees **BE SUBMITTED** to Pay Office the month following the month it was worked; the overtime **BE PAID** to employees or recorded as special leave in terms of recommendation 7 above.
9. **That** it **BE NOTED** that whenever a Public Holiday falls on a Sunday and is then moved to a Monday, both the Sunday and Monday **BE REGARDED** as Public Holidays.