

[LEAFLET] – EMPLOYEES GUIDELINE ON PAYMENT OF SALARY, WORKING HOURS AND LEAVE ENTITLEMENT IN THE PRIVATE SECTOR.

ANNUAL LEAVE

How many days of paid annual leave an employee is entitled to for each year of service?

Depends on what has been agreed by both Parties in their contract of service.

If its not stated in the contract of service, the annual leave shall be in accordance to their year of service as per stated in the Employment Order, 2009.

SICK LEAVE

How many days of paid sick leave an employee is entitled to for each year of service?

14 days outpatient sick leave per year and 60 days hospitalization leave (including the 14 days outpatient sick leave)

MATERNITY LEAVE

All citizen or permanent residents are entitled to 15 weeks (105 days) as follows--

- The period of 2 weeks immediately before the delivery of the child.
- The period of 13 weeks immediately after the delivery of the child.



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DEPARTMENT OF LABOUR
 MINISTRY OF HOME
 AFFAIRS

**EMPLOYMENT ORDER
 2009**

**EMPLOYEES GUIDELINE ON
 PAYMENT OF SALARY, WORKING
 HOURS AND LEAVE
 ENTITLEMENT IN THE PRIVATE
 SECTOR**

PAYMENT OF SALARY

No salary period shall exceed one month.

All salary other than overtime payment must be paid within 7 days after the end of salary period.

Salary for overtime must be paid within 14 days after the end of the salary period.

Any employer who fails to pay the salary of an employee in accordance with the provisions of this Part is guilty of an offence and liable on conviction to a fine not exceeding BND\$3,000.00, imprisonment for a term not exceeding one year or both.

WORKING HOURS

How many hours can an employee normally be expected to work in a day/week?

Non-Shift Workers

The hours of work shall not be more than 8 hours a day or more than 44 hours a week.

Shift Workers

The hours of work shall not be more than an average of 44 hours a week over any continuous period of 3 weeks subject to a maximum of 12 hours a day.

OVERTIME

In the event, where an employee is required to work beyond his contractual hours of work i.e. 8 hours per day or 44 hours per week is regarded as overtime.

How many hours can an employee normally be expected to work overtime in a day?

An employee is not allowed to work for more than 12 hours in a day (inclusive of overtime work).

Overtime has to be paid if the employee is required to work beyond his contractual hours of work.

Formula for Overtime Payment
Hourly Basic Rate of Pay X 1.5 X No. of Hours Overtime Worked

An employee is permitted to work up to a limit of 72 hours of overtime in a month.

Any employer who fails to pay the overtime of an employee in accordance with the provisions of this Part is guilty of an offence and liable on conviction to a fine not exceeding BND\$3,000.00, imprisonment for a term not exceeding one year or both.

REST DAY


An employee is entitled to 1 rest day each week. The rest day shall be on a Sunday or any other day as scheduled and informed by an employer before the beginning of each month.

PUBLIC HOLIDAYS

An employee is entitled to 11 days public holidays in a year--

- 1) 1st January
- 2) First Day of Hijrah
- 3) Chinese New Year
- 4) 23rd February (Brunei's National Day)
- 5) Maulud Prophet Muhammad's Birthday
- 6) 15th July (His Majesty's Sultan and Yang Di-Pertuan's Birthday)
- 7) First Day of Ramadhan
- 8) Anniversary of the Revelation of Quran
- 9) Hari Raya Aidilfitri
- 10) Hari Raya Aidiladha
- 11) 25th December (Christmas Day)


Any employer who fails to provide a rest day is guilty of an offence and liable on conviction to a fine not exceeding BND\$800.00, and for a second or subsequent offence to a fine not exceeding BND\$1,600.00, imprisonment for a term not exceeding one year or both.

PAGE NO.	LEAFLET (BY PAGE)	FOR TRANSLATION	NEW TRANSLATION
1		<p>DEPARTMENT OF LABOUR MINISTRY OF HOME AFFAIRS</p> <p>EMPLOYMENT ORDER, 2009</p> <p>EMPLOYERS GUIDELINE ON WORKING HOURS AND PAYMENT OF SALARY IN THE PRIVATE SECTOR</p>	<p>श्रम विभाग गृह मंत्रालय की मंत्रालय</p> <p>रोजगार आदेश, 2009</p> <p>निजी क्षेत्र में काम के घंटे और वेतन पर कर्मचारियों का मार्गदर्शन</p>

2	<p style="text-align: center;">PAYMENT OF SALARY</p> <p>No salary period shall exceed one month.</p> <p>All salary other than overtime payment must be paid within 7 days after the end of salary period.</p> <p>Salary for overtime must be paid within 14 days after the end of the salary period.</p> <p>Any employer who fails to pay the salary of an employee in accordance with the provisions of this Part is guilty of an offence and liable on conviction to a fine not exceeding BND\$3,000.00, imprisonment for a term not exceeding one year or both.</p>	<p>PAYMENT OF SALARY No salary period shall exceed one month.</p> <p>All salary other than overtime payment must be paid within 7 days after the end of salary period.</p> <p>Salary for overtime must be paid within 14 days after the end of the salary period.</p> <p>Any employer who fails to pay the salary of an employee in accordance with the provisions of this Part is guilty of an offence and liable on conviction to a fine not exceeding BND\$3,000.00, imprisonment for a term not exceeding one year or both.</p>	<p>सैलरी का भुगतान कोई वेतन अवधि एक महीने से अधिक नहीं होगी।</p> <p>अतिरिक्त समय भुगतान के अलावा अन्य सभी वेतन का भुगतान वेतन अवधि समाप्त होने के 7 दिनों के भीतर किया जाना चाहिए।</p> <p>वेतन अवधि की समाप्ति के बाद 14 दिनों के भीतर अतिरिक्त समय के लिए वेतन का भुगतान किया जाना चाहिए।</p> <p>कोई भी नियोक्ता, जो इस भाग के प्रावधानों के अनुसार किसी कर्मचारी के वेतन का भुगतान करने में विफल रहता है, बीएनडी \$ 3,000.00 से अधिक नहीं के जुर्माने के लिए दोषी और दोषी है, एक या दो से अधिक अवधि के लिए कारावास नहीं।</p>
	<p style="text-align: center;">WORKING HOURS</p> <p>How many hours can an employee normally be expected to work in a day/week?</p> <p>Non-Shift Workers The hours of work shall not be more than 8 hours a day or more than 44 hours a week.</p> <p>Shift Workers The hours of work shall not be more than an average of 44 hours a week over any continuous period of 3 weeks subject to a maximum of 12 hours a day.</p>	<p>WORKING HOURS How many hours can an employee normally be expected to work in a day/week?</p> <p>Non-Shift Workers The hours of work shall not be more than 8 hours a day or more than 44 hours a week.</p> <p>Shift Workers The hours of work shall not be more than an average of 44 hours a week over any continuous period of 3 weeks subject to a maximum of 12 hours a day.</p>	<p>काम करने के घंटे एक कर्मचारी को आम तौर पर एक दिन / सप्ताह में कितने घंटे काम करने की उम्मीद की जा सकती है?</p> <p>नॉन-शिफ्ट वर्कर्स काम के घंटे दिन में 8 घंटे या सप्ताह में 44 घंटे से अधिक नहीं होंगे।</p> <p>शिफ्ट वर्कर्स काम के घंटे एक दिन में अधिकतम 12 घंटे के अधीन किसी भी 3 सप्ताह की निरंतर अवधि में 44 घंटे के औसत से अधिक नहीं होंगे।</p>

3	<p style="text-align: center;">OVERTIME</p> <p>In the event, where an employee is required to work beyond his contractual hours of work i.e. 8 hours per day or 44 hours per week is regarded as overtime.</p> <p>How many hours can an employee normally be expected to work overtime in a day?</p> <p>An employee is not allowed to work for more than 12 hours in a day (inclusive of overtime work).</p> <p>Overtime has to be paid if the employee is required to work beyond his contractual hours of work.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Formula for Overtime Payment Hourly Basic Rate of Pay X 1.5 X No. of Hours Overtime Worked</p> </div> <p>An employee is permitted to work up to a limit of 72 hours of overtime in a month.</p> <p>Any employer who fails to pay the overtime of an employee in accordance with the provisions of this Part is guilty of an offence and liable on conviction to a fine not exceeding BND\$3,000.00, imprisonment for a term not exceeding one year or both.</p>	<p>OVERTIME</p> <p>In the event, where an employee is required to work beyond his contractual hours of work i.e. 8 hours per day or 44 hours per week is regarded as overtime.</p> <p>How many hours can an employee normally be expected to work overtime in a day?</p> <p>An employee is not allowed to work for more than 12 hours in a day (inclusive of overtime work).</p> <p>Overtime has to be paid if the employee is required to work beyond his contractual hours of work.</p> <p>Formula for Overtime Payment:- Hourly Basic Rate of Pay X 1.5 X No. of Hours Overtime Worked</p> <p>An employee is permitted to work up to a limit of 72 hours of overtime in a month.</p> <p>Any employer who fails to pay the overtime of an employee in accordance with the provisions of this Part is guilty of an offence and liable on conviction to a fine not exceeding BND\$3,000.00, imprisonment for a term not exceeding one year or both.</p>	<p>अधिक समय तक</p> <p>घटना में, जहां एक कर्मचारी को अपने अनुबंध के घंटे से परे काम करने की आवश्यकता होती है यानी प्रति दिन 8 घंटे या प्रति सप्ताह 44 घंटे अतिरिक्त समय के रूप में माना जाता है।</p> <p>एक दिन में अतिरिक्त समय काम करने के लिए आमतौर पर किसी कर्मचारी से कितने घंटे की उम्मीद की जा सकती है?</p> <p>एक कर्मचारी को एक दिन में 12 घंटे से अधिक काम करने की अनुमति नहीं है (अतिरिक्त समय काम शामिल है)।</p> <p>यदि कर्मचारी को अपने काम के घंटे से परे काम करने के लिए आवश्यक है तो अतिरिक्त समय का भुगतान करना होगा।</p> <p>अतिरिक्त समय भुगतान के लिए फॉर्मूला: - प्रति घंटा मूल वेतन दर X 1.5 X घंटे के अतिरिक्त समय काम की</p> <p>एक कर्मचारी को एक महीने में 72 घंटे की अतिरिक्त समय की सीमा तक काम करने की अनुमति है।</p> <p>कोई भी नियोक्ता जो इस भाग के प्रावधानों के अनुसार किसी कर्मचारी के अतिरिक्त समय का भुगतान करने में विफल रहता है, बीएनडी \$ 3,000.00 से अधिक नहीं के जुर्माने के लिए दोषी और दोषी है, एक वर्ष या दोनों से अधिक नहीं के लिए कारावास।</p>
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4	<p style="text-align: center;">REST DAY</p> <p>An employee is entitled to 1 rest day each week. The rest day shall be on a Sunday or any other day as scheduled and informed by an employer before the beginning of each month.</p>	<p>REST DAY</p> <p>An employee is entitled to 1 rest day each week. The rest day shall be on a Sunday or any other day as scheduled and informed by an employer before the beginning of each month.</p>	<p>विश्राम का दिन</p> <p>एक कर्मचारी प्रत्येक सप्ताह 1 आराम दिवस का हकदार है। बाकी दिन रविवार या किसी अन्य दिन के रूप में निर्धारित किया जाएगा और प्रत्येक महीने की शुरुआत से पहले एक नियोक्ता द्वारा सूचित किया जाएगा।</p>
	<p style="text-align: center;">PUBLIC HOLIDAYS</p> <p>An employee is entitled to 11 days public holidays in a year:-</p> <ol style="list-style-type: none"> 1) 1st January 2) First Day of Hijrah 3) Chinese New Year 4) 23rd February (Brunei's National Day) 5) Maulud Prophet Muhammad's Birthday 6) 15th July (His Majesty's Sultan and Yang Di-Pertuan's Birthday) 7) First Day of Ramadhan 8) Anniversary of the Revelation of Quran 9) Hari Raya Aidilfitri 10) Hari Raya Aidiladha 11) 25th December (Christmas Day) 	<p>PUBLIC HOLIDAYS</p> <p>An employee is entitled to 11 days public holidays in a year:-</p> <ol style="list-style-type: none"> 1) 1st January 2) First Day of Hijrah 3) Chinese New Year 4) 23rd February (Brunei's National Day) 5) Maulud Prophet Muhammad's Birthday 6) 15th July (His Majesty's Sultan and Yang Di-Pertuan's Birthday) 7) First Day of Ramadhan 8) Anniversary of the Revelation of Quran 9) Hari Raya Aidilfitri 10) Hari Raya Aidiladha 11) 25th December (Christmas Day) 	<p>सार्वजनिक छुट्टियाँ</p> <p>एक कर्मचारी एक वर्ष में 11 दिनों के सार्वजनिक अवकाश का हकदार है: -</p> <ol style="list-style-type: none"> 1) 1 जनवरी 2) हिजराह का पहला दिन 3) चीनी नव वर्ष 4) 23 फरवरी (ब्रुनेई का राष्ट्रीय दिवस) 5) मौलूद पैगंबर मुहम्मद का जन्मदिन 6) 15 जुलाई (महामहिम सुल्तान और यांग डि-पर्टुआन का जन्मदिन) 7) रामधन का पहला दिन 8) कुरान के रहस्योद्घाटन की सालगिरह 9) हरि रया Aidilfitri 10) हरि रया Aidilfitri 11) 25 दिसंबर (क्रिसमस डे)
	<p>Any employer who fails to provide a rest day is guilty of an offence and liable on conviction to a fine not exceeding BND\$800.00, and for a second or subsequent offence to a fine not exceeding BND\$1,600.00, imprisonment for a term not exceeding one year or both.</p>	<p>Any employer who fails to provide a rest day is guilty of an offence and liable on conviction to a fine not exceeding BND\$800.00, and for a second or subsequent offence to a fine not exceeding BND\$1,600.00, imprisonment for a term not exceeding one year or both.</p>	<p>कोई भी नियोक्ता, जो बीएनडी \$ 800.00 से अधिक नहीं के जुर्माने की सजा और जुर्माने की सजा के दिन आराम प्रदान करने में विफल रहता है, और बीकीडी \$ 1,600.00 से अधिक नहीं होने वाले जुर्माना या उसके बाद के अपराध के लिए, एक वर्ष या दोनों से अधिक नहीं के लिए कारावास।</p>

5	<p>ANNUAL LEAVE</p> <p>How many days of paid annual leave an employee is entitled to for each year of service?</p> <p>Depends on what has been agreed by both Parties in their contract of service.</p> <p>If its not stated in the contract of service, the annual leave shall be in accordance to their year of service as per stated in the Employment Order, 2009.</p> <p>SICK LEAVE</p> <p>How many days of paid sick leave an employee is entitled to for each year of service?</p> <p>14 days outpatient sick leave per year and 60 days hospitalization leave (including the 14 days outpatient sick leave)</p> <p>MATERNITY LEAVE</p> <p>All citizen or permanent residents are entitled to 15 weeks (105 days) as follows:-</p> <ul style="list-style-type: none"> • The period of 2 weeks immediately before the delivery of the child; • The period of 13 weeks immediately after the delivery of the child. 	<p>ANNUAL LEAVE</p> <p>How many days of paid annual leave an employee is entitled to for each year of service?</p> <p>Depends on what has been agreed by both Parties in their contract of service.</p> <p>If it's not stated in the contract of service, the annual leave shall be in accordance to their year of service as per stated in the Employment Order, 2009.</p> <p>SICK LEAVE</p> <p>How many days of paid sick leave an employee is entitled to for each year of service?</p> <p>14 days outpatient sick leave per year and 60 days hospitalization leave (including the 14 days outpatient sick leave)</p> <p>MATERNITY LEAVE</p> <p>All citizen or permanent residents are entitled to 15 weeks (105 days) as follows:-</p> <ul style="list-style-type: none"> • The period of 2 weeks immediately before the delivery of the child; • The period of 13 weeks immediately after the delivery of the child. 	<p>वार्षिक अवकाश</p> <p>किसी कर्मचारी को सेवा के प्रत्येक वर्ष के लिए कितने दिनों का भुगतान किया जाता है?</p> <p>उनकी सेवा के अनुबंध में दोनों पार्टियों द्वारा सहमति व्यक्त की गई है पर निर्भर करता है।</p> <p>यदि सेवा के अनुबंध में यह नहीं बताया गया है, तो रोजगार आदेश, 2009 के अनुसार वार्षिक अवकाश उनकी सेवा के वर्ष के अनुसार होगा।</p> <p>बीमारी की छुट्टी</p> <p>प्रत्येक वर्ष की सेवा के लिए एक कर्मचारी को कितने दिनों का भुगतान किया गया अवकाश मिलता है?</p> <p>प्रति वर्ष 14 दिनों की बाह्य रोगी अवकाश और 60 दिन की मेहमाननवाजी अवकाश (14 दिनों की बाह्य रोगी अवकाश सहित)</p> <p>मातृत्व अवकाश</p> <p>सभी नागरिक या स्थायी निवासी 15 सप्ताह (105 दिन) के हकदार हैं: -</p> <ul style="list-style-type: none"> • बच्चे के प्रसव से ठीक पहले 2 सप्ताह की अवधि; • बच्चे की डिलीवरी के तुरंत बाद 13 सप्ताह की अवधि।
6	 <p>EMAIL ADDRESS Info_buruh@buruh.gov.bn led@buruh.gov.bn</p> <p>WEBSITE www.labour.gov.bn</p> <p>HOTLINE +673 238 1848 (Working Hours) +673 729 8989 (After Working Hours)</p> <p>JABATAN BURUH Jalan Dewan Majlis Bandar Seri Begawan, BS3910 Negara Brunei Darussalam</p>	<p>EMAIL ADDRESS info.buruh@buruh.gov.bn</p> <p>WEBSITE www.labour.gov.bn</p> <p>HOTLINE +6732381848 (Working Hours)</p> <p>WHATSAPP +6737298989 (After Working Hours)</p> <p>JABATAN BURUH Jalan Dewan Majlis Bandar Seri Begawan, BS3910 Negara Brunei Darussalam</p>	<p>ईमेल पता info.buruh@buruh.gov.bn</p> <p>वेबसाइट www.labour.gov.bn</p> <p>हॉटलाइन +6732381848 (कार्य के घंटे)</p> <p>WHATSAPP +6737298989 (वर्किंग ऑवर्स के बाद)</p> <p>As it is. No need for translation.</p>