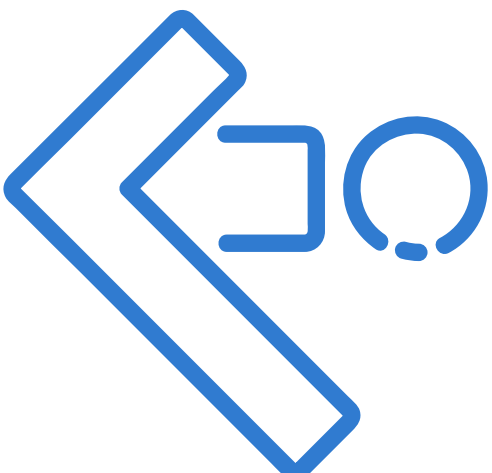


## SALARY DEDUCTIONS

No salary deductions are permitted except in the following cases:-

- 1) Being absent from work;
- 2) Damage or loss of company goods/ money;
- 3) The cost of food supplied by the employer at the request of the employee;
- 4) Accommodation;
- 5) Any amenities and services provided by the employer;
- 6) TAP & SCP Contribution;
- 7) Retirement scheme or savings fund or other scheme established;
- 8) Payment to any registered co-operative society; and
- 9) Any other deductions approved by the Minister.



### EMAIL ADDRESS

Info.buruh@buruh.gov.bn  
led@buruh.gov.bn



### WEBSITE

[www.labour.gov.bn](http://www.labour.gov.bn)



### HOTLINE

+673 238 1848  
(Working Hours)



+673 729 8989  
(After working hours)

### JABATAN BURUH

Jalan Dewan Majlis  
Bandar Seri Begawan, BS3910  
Negara Brunei Darussalam



DEPARTMENT OF LABOUR  
MINISTRY OF HOME  
AFFAIRS

EMPLOYMENT ORDER  
2009



EMPLOYERS GUIDELINE ON  
WORKING HOURS AND  
PAYMENT OF SALARY IN THE  
PRIVATE SECTOR

## WORKING HOURS

**SECTION 65** - For a non-shift worker, the hours of work shall not be more than 8 hours a day or more than 44 hours a week.

For a shift worker, 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.

All work in excess of the above hours shall be considered as overtime work

In the case of shift worker, he/she is **NOT** allowed to work for more than 12 hours a day under any circumstances.

## OVERTIME

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

The formula for overtime:-

**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.

## REST DAY - SECTION 63

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:-

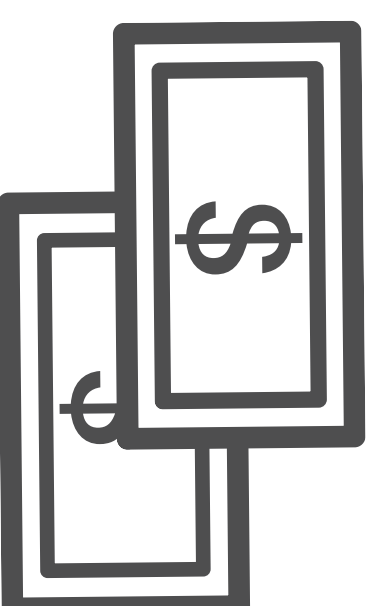
- 1) 1st January
- 2) First Day of Hijrah
- 3) Chinese New Year
- 4) 23rd February (Brunei's National Day)
- 5) Maulud Prophet Muhammad's Birthday
- 6) 15th July (His Majesty's Sultan and Yang Di-Pertuan's Birthday)
- 7) First Day of Ramadhan
- 8) Anniversary of the Revelation of Quran
- 9) Hari Raya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

## PAYMENT OF SALARY

No salary period shall exceed one month.

**SECTION 39** - 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.

Payment of salary shall be made on a working day and during working hours at the place of work or at any other place agreed to between the employer and the employee.



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.

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.