

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

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.

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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)


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.

PAYMENT OF SALARY

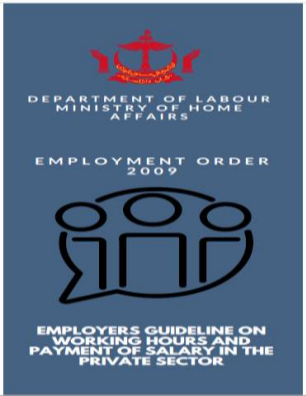
No salary period shall exceed one month.

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 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.

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

2	<p style="text-align: center;">WORKING HOURS</p> <p>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.</p> <p>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.</p> <p>All work in excess of the above hours shall be considered as overtime work</p> <p>In the case of shift worker, he/she is NOT allowed to work for more than 12 hours a day under any circumstances.</p>	<p>WORKING HOURS</p> <p>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.</p> <p>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.</p> <p>All work in excess of the above hours shall be considered as overtime work.</p> <p>In the case of shift worker, he/she is NOT allowed to work for more than 12 hours a day under any circumstances.</p>	<p>काम करने के घंटे</p> <p>खंड 65 - एक गैर-पारीक कार्यकर्ता के लिए, काम के घंटे एक दिन में 8 घंटे से अधिक या सप्ताह में 44 घंटे से अधिक नहीं होंगे।</p> <p>एक पारीक कार्यकर्ता के लिए, काम के घंटे एक सप्ताह में 44 घंटे के औसत से अधिक नहीं होंगे, जो कि 3 सप्ताह के किसी भी निरंतर अवधि में प्रति दिन अधिकतम 12 घंटे के अधीन होंगे।</p> <p>उपर्युक्त घंटों से अधिक के सभी कार्यों को अतिरिक्त समय कार्य माना जाएगा।</p> <p>पारीक कार्यकर्ता के मामले में, उसे किसी भी परिस्थिति में दिन में 12 घंटे से अधिक काम करने की अनुमति नहीं है।</p>
	<p style="text-align: center;">OVERTIME</p> <p>Overtime has to be paid if the employee is required to work beyond his/her contractual hours of work.</p> <p>The formula for overtime:-</p> <p><i>Hourly Basic Rate of Pay X 1.5 X No. of Hours Overtime Worked</i></p> <p>An employee is permitted to work up to a limit of 72 hours of overtime in a month.</p>	<p>OVERTIME</p> <p>Overtime has to be paid if the employee is required to work beyond his/her contractual hours of work.</p> <p>The formula for overtime:-</p> <p><i>Hourly Basic Rate of Pay X 1.5 X No. of Hours Overtime Worked</i></p> <p>An employee is permitted to work up to a limit of 72 hours of overtime in a month.</p>	<p>अधिक समय तक</p> <p>अधिक समय तक का भुगतान करना पड़ता है यदि कर्मचारी को अपने अनुबंध के काम से परे काम करने की आवश्यकता होती है।</p> <p>अतिरिक्त समय के लिए सूत्र: -</p> <p>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>

3	<p style="text-align: center;">REST DAY - SECTION 63</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 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) <div style="background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <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> </div>	<p>REST DAY - SECTION 63</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 - खंड 63</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>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) Ramadhan का पहला दिन 8) कुरान के रहस्योद्घाटन की सालगिरह 9) हरि राया Aidilfitri 10) हरि राया Aidiladha 11) 25 दिसंबर (क्रिसमस दिवस) 	
	<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 एक आराम का दिन प्रदान करने में विफल रहता है, वह दोषी है और बीएनडी \$ 800.00 से अधिक नहीं होने वाले जुर्माने के लिए दोषी है, बीएनडी \$ 1,600.00 से अधिक नहीं होने वाले जुर्माने का दूसरा या बाद में अपराध, एक वर्ष या दोनों से अधिक नहीं होने पर कारावास।</p>	

4	<p style="text-align: center;">PAYMENT OF SALARY</p> <p>No salary period shall exceed one month.</p> <p>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.</p> <p>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.</p>  <p style="background-color: #cccccc; padding: 5px;">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>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.</p> <p>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.</p>	<p>सैलरी का भुगतान कोई वेतन अवधि एक महीने से अधिक नहीं होगी।</p> <p>धारा 39 - अतिरिक्त समय भुगतान के अलावा अन्य सभी वेतन का भुगतान वेतन अवधि समाप्त होने के 7 दिनों के भीतर किया जाना चाहिए। वेतन अवधि की समाप्ति के बाद 14 दिनों के भीतर अतिरिक्त समय के लिए वेतन का भुगतान किया जाना चाहिए।</p> <p>वेतन का भुगतान कार्य दिवस पर और कार्य स्थल पर या किसी अन्य स्थान पर नियोक्ता और कर्मचारी के बीच सहमति के समय किया जाएगा।</p> <p>किसी भी नियोक्ता जो इस भाग के प्रावधानों के अनुसार में एक कर्मचारी के वेतन का भुगतान करने में विफल रहता है एक का दोषी है बीएनडी \$ 3,000.00 से अधिक के जुर्माने की सजा पर अपराध और उत्तरदायी, एक वर्ष या दोनों से अधिक नहीं होने पर कारावास।</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>	

5	<p>SALARY DEDUCTIONS</p> <p>No salary deductions are permitted except in the following cases:-</p> <ol style="list-style-type: none"> 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. 	<p>SALARY DEDUCTIONS</p> <p>No salary deductions are permitted except in the following cases:-</p> <ol style="list-style-type: none"> 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 cooperative society; and 9) Any other deductions approved by the Minister. 	<p>सैलरी से संबंधित डिडक्शन (वेतन कटौती)</p> <p>निम्नलिखित मामलों को छोड़कर कोई वेतन कटौती की अनुमति नहीं है: -</p> <ol style="list-style-type: none"> 1) काम से अनुपस्थित रहना; 2) कंपनी के सामान / धन की क्षति या हानि; 3) कर्मचारी के अनुरोध पर नियोक्ता द्वारा आपूर्ति किए गए भोजन की लागत; 4) निवास; 5) नियोक्ता द्वारा प्रदान की गई कोई भी सुविधाएं और सेवाएं; 6) टेप और एससीपी योगदान; 7) सेवानिवृत्ति योजना या बचत निधि या अन्य योजना स्थापित; 8) किसी भी पंजीकृत सहकारी समिति को भुगतान; तथा 9) मंत्री द्वारा अनुमोदित कोई अन्य कटौती।
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)</p> <p>+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>