





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

<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>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>DEPARTMENT OF LABOUR MINISTRY OF HOME AFFAIRS</p> <p>EMPLOYMENT ORDER 2009</p>  <p>EMPLOYEES GUIDELINE ON PAYMENT OF SALARY, WORKING HOURS AND LEAVE ENTITLEMENT IN THE PRIVATE SECTOR</p>
<p>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>WORKING HOURS</p> <p>How many hours can an employee normally be expected to work in a day/week?</p> <p>Non-Shift Workers</p> <p>The hours of work shall not be more than 8 hours a day or more than 44 hours a week.</p> <p>Shift Workers</p> <p>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>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>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>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>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>

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>KAGAWARAN NG PAG-GAWA MINISTERYO NG UGNAYAN PANG-TAHANAN</p> <p>KAUTUSAN PANG-TRABAHO, 2009</p> <p>GABAY NG AMO SA ORAS NG TRABAHO AT BAYAD SA SWELDO NG PRIBADONG SEKTOR</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 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</p> <p>The hours of work shall not be more than 8 hours a day or more than 44 hours a week.</p> <p>Shift Workers</p> <p>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>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>PAGBABAYAD SA SWELDO</p> <p>Ang sweldo ay hindi dapat lumagpas ng isang buwan.</p> <p>Lahat ng sweldo maliban sa obertaym ay dapat bayaran sa loob ng 7 araw makalipas ang pagtatapos ng itinakdang sweldo.</p> <p>Ang sweldo para sa obetaym ay dapat bayaran sa loob ng 14 na araw pagkatapos ng itinakdang sweldo.</p> <p>Sinumang amo na hindi makabayad sa sweldo ng empleyado naaayon sa nakapaloob dito sa Part ay nagkasala ng paglabag at may pananagutan na multa hindi hihigit sa BND3,000.00, pagkakulong na hindi hihigit ng isang taon o pareho.</p>
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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? 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? 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>OBERTAYM</p> <p>Sa kaganapan, kung saan ang empleyado ay kailangan magtrabaho ng labis sa kanyang kontrata na oras ng trabaho, i.e. 8 oras kada araw o 44 oras kada linggo ito ay ituturing na obertaym.</p> <p>Ilang oras pangkaraniwan pwede pagtrabahuin ang empleyado ng obertaym sa isang araw?</p> <p>Ang empleyado ay hindi papayagan magtrabaho ng higit 12 oras sa isang araw (kasama ang trabaho sa obertaym).</p> <p>Ang obertaym ay kailangan bayaran kung ang empleyado ay pinagtrabaho ng higit sa nakasaad na oras sa kanyang kontrata.</p> <p>Pormula sa Bayad sa Obertaym:- Bayad kada oras x 1.5 x bilang ng oras na pinagtrabaho sa obertaym</p> <p>Ang empleyado ay pinapayagan lamang na magtrabaho hanggang 72 oras kada buwan.</p> <p>Sinumang amo ang hindi magbayad ng obertaym ng isang empleyado naaayon sa itinakda ng Part ay nagkasala ng paglabag at mananagot ng multa na hindi hihigit sa BND3,000.00, pagkakulong ng hindi hihigit sa isang taon o pareho.</p>
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	<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>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>PAMPUBLIKONG HOLIDAYS</p> <p>Ang empleyado ay may karapatan sa 11 araw na pambublikong "holidays" sa isang taon:-</p> <ol style="list-style-type: none"> 1) Ika-1 ng Enero 2) Unang Araw ng "Hijrah" 3) Bagong Taon ng mga Instsik 4) Ika-23 ng Pebrero (Pambansang Araw ng Brunei) 5) Kaarawan ni Maulud Prophet Muhammad 6) Ika-15 ng Hulyo (Kaarawan ng Kanyang Kamahalan Sultan at Yang Di-Pertuan) 7) Unang Araw ng "Ramadhan" 8) Anibersaryo ng Paghahayag ng Koran 9) Eid al-Fitri (<i>Hari Raya Aidilfitri</i>) 10) Eid al-Adha (<i>Hari Raya Aidiladha</i>) 11) Ika- 25 ng Disyembre (Araw ng Pasko)
	<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>Sinumang amo na hindi magkaloob ng araw ng pahinga ay nagkasala ng paglabag at pananagutin ng multa na hindi hihigit sa BND\$800.00, at sa pangalawa at susunod na paglabag ng multa na hindi hihigit sa BND\$1,600.00, pagkakulong ng hindi hihigit sa isang taon o pareho.</p>

5	<p style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">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 style="text-align: center;">TAUNANG BAKASYON</p> <p>Ilang araw na bayad sa taunang bakasyon ang karapatan ng empleyado kada taon ng serbisyo?</p> <p>Depende kung ano ang napagkasunduan ng magkabilang Partido sa kanilang kontrata ng serbisyo.</p> <p>Kung hindi ito nakasaad sa kontrata ng serbisyo, ang taunang bakasyon ay magiging naayon sa taon ng kanilang serbisyo gaya ng nasasaad sa Kautusan Pang-Trabaho, 2009 (<i>Employment Order</i>, 2009).</p> <p style="text-align: center;">BAKASYON KUNG MAY SAKIT ("SICK LEAVE")</p> <p>Ilang araw ang bayad na bakasyon kung may sakit ang karapatan ng empleyado kada taon ng serbisyo?</p> <p>14 na araw na bakasyon kung "outpatient" kada taon at 60 araw kung na-hospital (kasama ang 14 na araw na outpatient na bakasyon)</p> <p style="text-align: center;">BAKASYON KUNG MANGANGANAK ("MATERNITY LEAVE")</p> <p>Lahat ng mamamayan o permanenteng residente ay may karapatan sa 15 linggo (105 araw) sa mga sumusunod:-</p> <ul style="list-style-type: none"> • 2 linggo bago ang panganganak; • 13 linggo matapos manganak.
6		<p style="text-align: center;">EMAIL ADDRESS</p> <p>info.buruh@buruh.gov.bn</p> <p style="text-align: center;">WEBSITE</p> <p>www.labour.gov.bn</p> <p style="text-align: center;">HOTLINE</p> <p>+6732381848 (Working Hours)</p> <p style="text-align: center;">WHATSAPP</p> <p>+6737298989 (After Working Hours)</p>	<p style="text-align: center;">"EMAIL ADDRESS"</p> <p style="text-align: center;">"WEBSITE"</p> <p style="text-align: center;">"HOTLINE"</p> <p style="text-align: center;">(Oras ng Trabaho)</p> <p style="text-align: center;">"WHATSAPP"</p> <p style="text-align: center;">(Pagkatapos ng Oras sa Trabaho)</p>



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As it is. No need for translation.