

DOMESTIC EMPLOYMENT CONTRACT

Between: _____ (“The Employer“)
of _____
_____ “address”
and _____ (“The Employee”)

1. The Employee is employed as a domestic worker as from: _____ 200 ____.
2. The Employee’s duties include:

3. The Employee’s normal working hours will be _____ hours per week made up as follows:
 - a) *Monday to Friday (inclusive)* _____ am to _____ pm
Meal intervals will be from _____ to _____
Other breaks: from _____ to _____
 - b) *Saturdays:* _____ am to _____ pm
Meal intervals will be from _____ to _____
Other breaks: from _____ to _____
 - c) *Sundays:* _____ am to _____ pm
Meal intervals will be from _____ to _____
Other breaks: from _____ to _____
- 4.1 Overtime will only be worked as agreed from time to time and will be paid at the rate of one and a half times the hourly wage.
- 4.2. The employee will be required to be on standby from time to time, for which R20 per standby shift is payable.
- 4.3. The employee’s total remuneration (hour/day/week) (circle applicable) is made up as follows:

	Cash	R.....
4.3.1.	Accommodation	R.....
4.3.2.	Food	R.....
4.3.3.	Transport allowances	R.....
4.3.4.	Other	R.....
4.4	Deductions	R.....
	TOTAL REMUNERATION	<u>R.....</u>
- 4.5 The cash portion of your remuneration will be paid by _____ (cash / cheque / transfer to bank or building society account) on a _____ (daily / weekly / fortnightly / monthly) basis.

4.6 Your remuneration will be reviewed on or before *1 November* of every year.

5. The employee is entitled to three weeks paid annual leave. The three weeks are accumulated after every 12 months of continuous service. Leave is to be taken at times agreed with the employer.
6. During every sick leave cycle of 36 months, the employee will be entitled to an amount of paid sick leave equal to the number of days s/he would normally work during a period of six weeks.
 - 6.1 The employee is entitled to one day's paid sick leave for every 26 days worked during the first six months of employment.
 - 6.2 The employee must notify the employer, as soon as possible, if absent from work through illness.
 - 6.3 The employee may be required to submit a medical certificate if absent for more than 2 consecutive days or has been absent on more than two occasions during an eight week period.
7. The employee is entitled to 4 consecutive months of unpaid maternity leave.
8. The employee is entitled to 5 days paid family responsibility leave per year.
9. Either party can terminate this agreement by giving one week's notice during the first six months of employment and with 6 weeks' notice thereafter. Notice must be given in writing except when it is given by an illiterate employee. In the case of an illiterate employee, notice must be explained orally by or on behalf of the employer.
10. The employee will be provided with accommodation during her/his employment. Furthermore, the employee should be the only one staying in the accommodation unless prior arrangements have been made with the employer. Permission will have to be obtained for visitors wishing to stay the night but such permission will not be necessary if the employee's direct family are visiting.
11. The employee will be provided with sets of uniform free of charge and such uniform will remain the property of the employer.

Signed at _____ on this _____ day of _____, 2003.

Employer

Witness

Employee

Witness