



SWAZILAND GOVERNMENT GAZETTE EXTRAORDINARY

VOL. XXXIX]

MBABANE, Friday, AUGUST 10th., 2001

[No. 737

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PUBLISHED BY AUTHORITY

LEGAL NOTICE NO. 122 OF 2001

THE WAGES ACT, 1964 (Act No.16 of 1964)

THE REGULATION OF WAGES (MANUFACTURING AND PROCESSING INDUSTRY) ORDER, 2001

(Under Section 11)

In exercise of the powers conferred on him by Section 11 of the Wages Act, 1964 the Minister for Enterprise and Employment hereby makes the following Order: -

Citation and Commencement.

1. This Order may be cited as the Regulation of Wages (Manufacturing and Processing Industry) Order, 2001 and shall come into effect on the 1st August, 2001.

Application.

2. This Order shall apply to all persons employed in the Manufacturing and Processing Industries including the Manufacture of Bricks, Dry Cleaning and Laundry, Garment Making Knitting, Shoe Manufacture, Timber Processing, Printing and Weaving who are engaged in the occupations specified in the First Schedule.

Interpretation.

3. In this Order, unless the context otherwise requires -

“aligner” means an employee who aligns a finished product before final inspection with the aid of electronic test equipment;

“a.j.s Operator” means an employee who operates an automatic junior stitcher sewing machine;

“artisan” means an employee who is in possession of a Trade Test Certificate signed by a Trade Testing Officer appointed by the Government;

“assembler soldering” means an employee who solders and assembles components by hand;

“assembler-bottom components” means an employee who assembles good quality bottom components such as soles and insoles into specific batches according to the box loading plan;

“assembler-socks” means an employee who assembles good quality socks into batches according to article and size;

“assembler-upper components” means an employee who assembles good quality upper components such as vamps, quarters, etc into specific batches according to the box loading plan;

“assistant foreman baker” means an employee who is capable of manufacturing bread, adjusting bakery machinery and supervising the workers under his control;

“assistant foreman confectioner” means an employee who is capable of manufacturing and decorating several lines of confectionery, adjusting bakery machinery and supervising the workers under his control;

“bagger” means an employee who puts folded garment in the provided plastic bag;

“baker assistant” means an employee who assists a baker;

“backseam-reducer” means an employee who reduces the Beckom, join on leather quarters by means of a machine;

“binder assistant” means an employee who receives plain or printed matter from the machine for collating, stitching, padding, rounding corners, punching, folding, counting, numbering perforating, stapling, binding and basic guillotining, (although not essential)

“boiler operator” means an employee who operates a boiler;

“box folder” means an employee who folds and erects boxes ready for use;

“box labeller” means an employee who labels boxes with the information required to identify the contents thereof;

“box preparer” means an employee who collects and prepares boxes accordingly;

“blower” means an employee who carries out blowing duties in the manufacture of glassware according to specification;

“cabinet fitter” means an employee who fits accessories to a television cabinet;

“canteen assistant” means an employee who assists the canteen supervisor in preparing, cooking and dishing - up food in the employees canteen;

“canteen cashier” means an employee who assists the canteen supervisor in the control of cash receipts and also assists in the preparing, cooking and dishing-up of food in the employee’s canteen;

“carder” means an employee who operates a carder machine and carries out simple lubrication on it;

“carton sealer” means an employee who seals cartons of finished goods for despatch to customers;

“casual labourer” mean an employee who is not employed for more than twenty four hours at a time;

“cattle buyer” means an employee who buys livestock for his employer;

“charge hand” means an employee who assists a supervisor to supervise employees;

“chassis fitter” means an employee who fits chassis components to television sets;

“cementer” means an employee who applies adhesives to a surface by means of either a brush or machine;

“chef “ means an employee who is responsible for the cooking of food for the employee’s canteen;

“checker” means an employee who checks and records outgoing and incoming goods;

“cleaner” means an employee who is responsible for the cleaning of a factory, offices, toilets and canteen and /or tea-making duties;

“clerk/storeman (with Senior Certificate)” means an employee engaged in general clerical duties, or storekeeping who holds a Senior Certificate of education;

“clerk/storeman (printing)” means an employee engaged in storekeeping duties who at least holds a junior certificate of education and has knowledge of printing materials and sundries;

“clerk/storeman assistant” means an employee engaged in general clerical duties or storekeeping duties who holds a Junior Certificate of education;

“clicker-high frequency” means an employee who cuts high frequency welds components;

“clicker-insoles/toepuffs/counters” means an employee who cuts insoles, toepuffs or counters by means of a clicking press;

“clicker-linings/trims/socks/Velcro” means an employee who cuts linings, trims, or velcro by means of a clicking press;

“clicker-textile” means an employee who cuts suede split by means of a clicking press;

“clicker-textile” means an employee who cuts textile by means of a clicking press;

“coilwinder” means an employee mainly engaged in winding coils;

“components-assembler” means an employee engaged in fitting electronic components on PC boards and includes an employee engaged in pre-assembly work;

“compositor” means an employee engaged in the setting of type including the operation of typesetting and typesetting machines and putting into position for printing and the make up of formes;

“confectioner assistant” means an employee who assists a confectioner;

“cook” means an employee who is engaged in cooking and issuing food to other employees;

“copy-typist” means an employee who is engaged in typing and is capable of typing a minimum of 25 words per minute, filing, checking and recording incoming mail;

“counter inserter” means an employee who dips and inserts the counter stiffener into the pocket at the heel of a machine;

“continuous service” means service in the employment of an employer interrupted only by death, retirement, or discharge of the employee concerned, an employee who is re-engaged within two months of the employee’s discharge shall be deemed to be in the continuous service of that employer;

“counter moulder” means an employee who moulds the newly inserted counter stiffener over a mould by means of a machine;

“darkroom attendant” means an employee who makes negatives, positives, contacts, spotting and obliteration of all marks and pinholes and including enlarging and reductions on the camera;

“de-boner” means an employee engaged in dissecting carcass;

“d-ring inserter” means an employee who inserts D-Rings into the shoe facing prior to being stitched;

“design draughtsman’s assistant” means an employee who assists a draughtsman to design mechanical layouts;

“despatch clerk” means an employee who selects and packs goods according to customers’ orders;

“despatch clerk (printing)” means an employee who selects, checks and packs goods according to instructions from job cards or any other source and assist with deliveries;

“digital/duplicator (operator)” means an employee engaged in operating a risograph or equivalent digital printer or duplicator;

“divider operator” means an employee who operates a divider machine and who checks the weight of dough pieces;

“dough mixer” means an employee who operates a dough mixer, including the adding of ingredients into the dough;

“dough panner” means an employee who places dough pieces into pans;

“driver (Heavy Duty Vehicle)” means an employee in possession of a current heavy duty driving licence who is in charge of a vehicle of over one and one half tons tare weight whose duties include handling cargo to and from the tailboard, and the daily maintenance and cleaning of such vehicle;

“driver (Light Duty Vehicle)” means an employee in possession of a current driving license who is in charge of a motor vehicle of less than one and one half tons tare weight whose duties include handling cargo to and from the tailboard, and the daily maintenance and cleaning of such vehicle;

“driver messenger” means an employee who is mainly engaged in carrying messages, who delivers and collects goods and/ or mail by vehicle or motor cycle and performs simple routine tasks in an office;

“driver salesman” means an employee in possession of a current driving license who sells and delivers bread, confectionery or other articles by motor vehicle and who is responsible for accepting written orders for goods and the collection and safe custody of cash for C.O.D Sales, and also canvass for orders;

“D. T. P. operator” means an employee engaged in typesetting and designing of documents on the computer and being able to operate laser printers, scanners and allied equipment;

“driver salesman assistant” means an employee who marks components to assist closing department by means of a marking machine;

“electrical maintenance assistant” means an employee who assists an electrician in improving and repairing electrical installation;

“engraver” means an employee who engraves, smoothens, polishes the finished glassware, and carries out duties related thereto;

“engraver assistant” means an employee who engraves, smoothens, polishes the finished glassware and carries out duties given by the engraver;

“entrepreneur assistant grade I” means an employee who is capable of performing the work of an entrepreneur without the assistance of such an entrepreneur;

“entrepreneur assistant grade II” means an employee who assists a person who is capable of carrying out the work of the entrepreneur’s workshop;

“final aligner and tester” means an employee mainly engaged in the final alignment and testing of finished products, using electronic test equipment;

“final inspector/final tester” means an employee mainly engaged in the final inspection or testing of finished products, if necessary, using electronic equipment;

“finisher” means an employee who smoothens, trims carpets and makes knots on the fringes to make such carpets adaptable for sale;

“fitter” means an employee who repairs and maintains machinery;

“foam attacher” means an employee who attaches foam to the topline of the quarters for collar padding;

“foam strip cutter” means an employee who cuts foam into strips by means of a machine;

“folder” means an employee who folds the garment after pressing;

“flour sifter” means an employee who sifts flour;

“foreman baker” means an employee engaged in a supervisory capacity who is capable of carrying out all processes relating to the manufacture of bread;

“foreman confectioner” means an employee engaged in a supervisory capacity who is capable of carrying out all processes relating to the manufacture of confectionery;

“forklift operator” means an employee mainly engaged in operating a forklift;

“general labourer” means an employee engaged in unskilled work;

“grinder” means an employee who grinds, smoothens, and polishes a finished glassware product;

“guillotine operator (printing)” means an employee engaged in cutting paper/board to be printed and trimming of jobs to finish size for packing including working out paper cuts from full sheets, maintenance of machine and knowledge of paper and board stocks;

“handyman” means an employee who does not hold a trade test certificate, who carries out simple repairs and supervises and allocates work to subordinate staff under his control;

“hand trimmer” means an employee who trims by means of a pair of scissors, all excess threads, bindings and tapes after all closing operations have been done;

“heel seat laster” means an employee who lasts the heelpart of a shoe by means of a machine;

“hole perforator” means an employee who punches holes by means of a press;

“hoist operator” means an employee who operates a dough hoist;

“insole attacher” means an employee who attaches the insole to the last by means of a tacking machine;

“insole moulder/stamper” means an employee who moulds or stamps insoles by means of a machine;

“inspector” means an employee with not less than six months experience as an assembler who inspects the work on a production line;

“invoice clerk” means an employee who prepares and Issues invoices and Statements to customers for goods supplied;

“jumper” means an employee who has knowledge of several jobs and who is able to relieve any other worker on a production line;

“kardex clerk/storeman” means an employee who operates a kardex system of stock control;

“kiln operator” means an employee who is capable of operating and maintaining a kiln;

“laboratory assistant” means an employee who generally carries out unskilled work in a laboratory or who assists a laboratory technician;

“laboratory technician” means an employee qualified to carry out all duties allocated to him in a laboratory;

“lacer” means an employee who inserts and ties laces for footwear;

“last preparer” means an employee who prepares and loads lasts onto the conveyor according to the uppers loaded;

“last transporter” means an employee who returns last to last-bins after delasting;

“layer” means an employee who lays the material for cutting for a garment manufacture;

“learner finisher” means an employee who is learning on the job to become a finisher and who has not completed six months in the case of the weaving industry or three months for other industries;

“learner craftsperson” means an employee who is learning on the job to become a potter, screenprinter, silversmith or any craftwork for a period of not less than three months or more than six months;

“learner machine operator” means an employee with three months or less continuous service of operating a machine for other industries or not more than six months in the weaving and printing industry;

“leaner machine minder (printing)” means an employee with six months or less continuous service of operating a printing machine;

“learner spinner” means an employee who is learning on the job to become a weaver and who has not completed six months in the case of the weaving industry or three months for other industries;

“leather baler” means an employee who bales leather for storage purposes;

“leather sorter” means an employee who sorts leather by means of the point system;

“line feeder” means an employee mainly engaged in feeding the assembly line with components;

“Loader” means an employee who loads goods on to vehicle by hand.

“loader/packer” means an employee who packs bread or confectionery into or off a vehicle or who packs finished products into cartons, concluding the transfer of good material from large to smaller containers;

“lubricator” means an employee who has the responsibility of lubricating and greasing machines;

“machinist” means an employee who operates an electrical sewing machine to manufacture clothing/garment;

“machine attendant” means an employee, other than a learner machine operator, who attends and operates a guillotine machine, bending machine, spot welding machine or any other machine requiring similar skills;

“machine minder (printing)” means an employee engaged in operating a printing machine and capable of full colour printing, numbering and perforating, maintenance and cleaning;

“machine operator” means an employee, other than a learner machine operator, engaged in operating a machine;

“master screenprinter” means an employee who is capable of cutting screen, mixing pigments and has thorough knowledge of screenprinting techniques;

“master potter” means an employee who is skilled in making pots to any specification, who has a general knowledge of glazing and firing techniques;

“master silversmith” means an employee who is capable of working on silver to any specification;

“mechanical assistant” means an employee mainly engaged in the mechanical assembly of television and radio accessories and placement of products in the appropriate area of assemble or despatch;

“melter” means an employee who melts glasses in a glass factory;

“messenger” means an employee engaged in carrying messages, banking, collecting and delivering mail or carrying out simple tasks in an office;

“mono caster attendant” means an employee who attends a monotype caster under the supervision of a key board operator;

“office clerk” means an employee who does general clerical duties;

“painter” means an employee who cleans and paints equipment, machines and buildings;

“packer” means an employee who packs garments which are finished into cartons;

“personnel clerk” means an employee who controls and updates personnel records;

“Pc board trimmer” means an employee mainly engaged in trimming excess components lead on soldered board;

“photolithographer” means an employee who is capable of doing make-up, imposition and pasting (from artwork provided) darkroom work and plate making;

“picture tube assembler” means an employee mainly engaged in preparing picture tubes for the assembly line;

“plant assistant” means an employee who assists a plant attendant;

“plant attendant” means an employee mainly in operating a galvanizing plant and if necessary, taking of the plant;

“plate filer (printing)” means an employee who is responsible for the gumming and filing of printing plates.

“potter” means an employee who makes pots by hand or on pot wheels;

“presser attendant” means an employee who operates a pressing machine to iron materials or clothing;

“printers grade 1,11,111” means an employee who is in possession of a trade test certificate signed by a trade testing officer appointed by the government;

“printing machine minder (junior)” means a machine minder only able to operate printing machines for single or spot colour work;

“proof controller” means an employee mainly engaged in checking the quality and making reports on finished products;

“proof reader” means an employee who edits documents before final presentation, checking spelling, grammar and lay-out;

“quality section controller” means an employee who checks and controls the quality of goods leaving their section;

“rebate clerk” means an employee who controls the stocks and documentation for a rebate store;

“receiver -second stock” means an employee who checks, receives and controls the stock of factory seconds;

“reception clerk (printing)” means an employee who attends to customers, answering calls and queries, acting as telephonist, filling, opening job- cards, faxing and general office duties;

“repairs assistant” means an employee with a basic knowledge of electronics mainly engaged in making simple repairs on PC board;

“recutter” means an employee who arranges re-cuts and repairs poor quality work;

“riveter/buckler” means an employee who attaches rivets or bucklers;

“rougher-uppers” means an employee who reduces the bumps on the lasting margin by means of roughing machine;

“rougher-sole margin” means an employee who roughs the sole margin on rubber soles;

“rubber stamp maker” means an employee engaged in the making of rubber stamps;

“runner” means an employee who performs unskilled duties such as conveying from one point to the other, materials used in garment manufacture;

“saw sharpener” means an employee who sharpens saws and carries out simple maintenance work on them;

“salesman” means an employee engaged in promoting the sales of an employer’s products;

“sales assistant” means an employee who assist customers when the salesman or sales-rep is not available;

“salesman (senior)” means an employee engaged in promoting the sales of an employer’s products and able to do quotations and in possession of a valid drivers licence.

“stacker” means an employee who packs erected boxes into cartons and stacks, ready for transportation to the factory;

“seasonal labourer” means an employee engaged for the duration of a season to carry out unskilled work, canning fruit or vegetables;

“security guard or watchman” means an employee mainly engaged in the protection and security of his employers premises;

“senior watchman” means an employee who is in charge of other watchmen;

“sewer/binder” means a binder capable of doing thread sewn books;

“sewing machinist I” means an employee who has more than six months experience and turns stitches collars, stiches toecaps, facing, o/s counters, d-rings and attaches bindings;

“sewing machinist II” means an employee who has more than six months experience and stiches backseams, side flashes, collar toughies, velcro, brand tags and zig-zags pieces together;

“screenprinter” means an employee who screenprints by hand pulling a squeegee;

“semi-skilled kiln hand” means an employee who has limited knowledge in operating kiln and packs it according to specification;

“silver-smith” means an employee who is capable of working on silver by hand;

“seasonal labourer” means an employee engaged for the duration of a season to carry out unskilled work, canning fruit and vegetables;

“side-laster” means an employee who lasts the waist section of a shoe by means of a shoe;

“size painter” means an employee who colour-codes components according to size by means of a brush;

“skiver-upper/toepuffs” means an employee who skives or reduces the thickness of the edge of components by means of skiving machine;

“slaughterman” means an employee engaged in stunning, bleeding, skinning eviscerating and splitting livestock;

“spinner” means an employee who carries out spinning operation of wool or other materials according to specification;

“soaking attendant” means an employee who operates solder bath, prepares fluxes, and checks solder levels;

“soaker” means an employee who applies adhesives and inserts socks into finished footwear;

“sole chlorinator” means an employee who chlorinates or halogenates a sole prior to cement application;

“sole presser” means an employee who, by means of a press, ensures that there is good bond between sole and upper;

“sole spotter” means an employee who places the precededented upper and sole accurately together prior to pressing;

“sorter R” means an employee who sorts goods into racks by item and size ready for despatch;

“sorter “ means an employee who puts together according to sizes the material, which is to be sewn;

“shoe boxer” means an employee who packs finished footwear into boxes;

“shoe repairer” means an employee who repairs subquality footwear;

“shop assistant” means an employee who assists a shop supervisor in the stock control, displays and selling of products in a retail shop;

“stonehand” means an employee with the knowledge of composition who places jobs set out by a compositor into steel frames locking them into printing machines ready for printing;

“stamper” means an employee who stamps logos/information onto components by means of stamping machine;

“staple extractor” means an employee who removes staples from the insole of a shoe;

“sticker attacher” means an employee who attaches stickers to indicate size or customer code;

“stitching machine operator (printing)” means an employee engaged in the operation of an automatic stitching machine including adjustments, changing wire thickness and maintenance;

“storeman (printing)” means an employee engaged in storekeeping who holds a senior certificate of education and a recognised certificate in storekeeping and competent knowledge of all printing papers, materials and sundries;

“string lacer” means an employee who strings uppers for toelasting;

“strips cutter” means an employee who cuts material into strips by means of a machine;

“supervisor” means an employee who supervises other employees under his/her control;

“switchboard operator” means an employee whose duties consists wholly or mainly in the operation of a telephone switchboard;

"tablehand" means an employee who prepares material and places them on the table for cutting or weaving according to specification ;

"tester" means an employee who tests the function of assembled PC Boards using electronic equipment;

"textile preparer" means an employee who folds and prepares materials into a set number of layers ready for cutting;

"trimmer" means an employee who uses the clippers to clear the garment when the sewing part is finished;

"toecap positioner" means an employee who precements toecaps into position prior to toecap stitching;

"toelaster" means an employee who pulls the toe of the shoe over the last by means of a toelasting machine;

"toelaster feeder" means an employee who supplies the toelaster with uppers and on completion replaces them back to the conveyor;

"toepuff positioner" means an employee who positions and presses a toepuff onto the upper by means of a heated press;

"tool setter" means an employee who fits and sets tools on a machine;

"unlaster" means an employee who removes the last from the finished shoe;

"upper brusher" means an employee who brushes finished footwear so as to clean and improve the look of the shoe;

"upper cleaner" means an employee who cleans finished footwear by means of various cleaning material;

"upper primer" means an employee who primes the nylon upper at the lasting margin to ensure cement adhesion;

"upeight clerk per splitter" means an employee who splits uppers by means of a splitting machines;

"upper spotter" means an employee who places the correct upper onto the last prior to toelasting;

"upper\bottom preparer" means an employee who loads the sewn and corresponding bottom components onto the making conveyor;

"utility" means an employee who has the knowledge of jobs and who is able to relieve other workers on a production line;

"weaver" means an employee who carries out duties either by operating hand loom or other equipment to manufacture the required goods;

"wage clerk" means an employee who prepares and controls wage payments according to the time worked taken from clock cards or any other source and keeping relevant records related to pay;

“washer” means an employee who washes and dries material or wool and if necessary, mothproofs the wool;

“weight clerk” means an employee who weighs cartons of finished goods prior to despatch;

“workshop assistant” means an employee who assists the fitter and handyman in general maintenance.

Basic Minimum Wage.

4. The Basic Minimum wage inclusive of rations or cash in lieu thereof to be paid to employees specified in the First Schedule shall be calculated at a rate not less than that specified therein provided that-

- (a) an employee who, at the date of commencement of this Order, is in receipt of a higher wage than that prescribed by this Order, shall not suffer any reduction in such wage by reason of this Order;
- (b) where no definition of an employee duties exists, such employee shall be paid a basic minimum wage not less than that applicable to a general labourer; and
- (c) nothing in this regulation shall prevent an employer, if he so wishes from-
 - (i) supplying cooked or uncooked food to an employee in addition to his basic wage; and
 - (ii) providing free transport or free accommodation to an employee.

Statement of conditions of employment.

5. (1) The employer shall provide an employee with a written statement at the commencement of his employment, stating whether the employee is employed permanently or seasonally, the conditions of the employee's employment, the starting wage, including the learning period.

(2) The learning period referred to in sub-regulation (1) shall be -

- (a) six months in the case of the weaving industry; and printing industry and;
- (b) three months in the case of other occupations.

Hours of work.

6. (1) The normal working week for employees other than security guards and casual labourers shall consists of not more than forty-eight hours of work.

(2) The normal working week for security guards shall consists of not more than six shifts of twelve hours each .

(3) The normal hours of work for a casual labourer shall consist of eight hours per day.

Overtime.

7. (1) An employee who is engaged otherwise than on shift work or as a security guard and is required to work in excess of the normal hours specified in regulation 6 shall be paid as follows:-

- (a) for time worked in excess of the normal hours on a weekday, payment shall be at one and a half times his basic hourly wage ; and

- (b) for time worked on a Sunday or a public holiday specified in regulation 8, payment shall be at twice his hour rate.

(2) An employee employed on shift work, or as a security guard who is required to work on his rest day or on a public holiday specified in regulation 8, may be paid for such overtime or alternatively, be given an equivalent amount of time off in lieu of overtime payment.

(3) The basic hourly wage of an employee on a weekly wage shall be calculated by dividing such wage by the number of hours the employee normally works in a week .

(4) The basic hourly wage of a casual labourer shall be calculated by dividing his daily wage by eight.

Public Holiday.

8. (1) The following shall be public holidays with full pay-

Incwala;

Good Friday;

Easter;

Christmas Day;

Boxing Day;

Reed Dance Day;

Somhlolo Day;

Kings birthday;

New Year's Day; and

May Day .

(2) Where a public holiday falls on a Sunday, the following day shall be deemed to be a public holiday .

(3) An employee who is absent without leave on the working day before or the working day after a public holiday, shall not be entitled to any payment in respect of that public holiday in a terms of this regulation.

Annual Leave.

9. (1) An employee shall have fourteen calendar days' leave with full pay after each period of twelve months continuous service with an employer.

Provided that in the case of a security guard annual leave shall be twenty-one calendar days with full pay after each period of twelve months continuous service with an employer.

(2) Where the employment of an employee is terminated after a period exceeding three months but amounting to one year from the date of its commencement the employer shall pay to the employee a sum not less than one day's pay for each completed month of such period.

Sick Leave.

10. (1) After three consecutive months of continuous service with an employer and subject to the production of a medical certificate signed by a Medical Practitioner, registered under the Medical and Dental Practitioners Act, 1970, an employee shall be entitled to sick leave up to a maximum of fourteen days on full wages and thereafter to a maximum of fourteen days on half wages on in each period of twelve months continuous service.

(2) Notwithstanding Sub-Regulation (1) -

- (i) An employee shall not be entitled to the sick leave specified in sub-regulation (1) if the sickness or accident causing his absence was caused by his own negligence or misconduct; and
- (ii) a certificate issued by a registered nurse shall be accepted in place of a medical certificate if a Medical Practitioner is not available.

Compassionate leave.

11. (1) An employee who has completed the probation period shall be entitled to compassionate leave as follows :

Widow	30 working days
Widower	7 working days
Child	7 working days
Natural parents	7 working days.

(2) Entitlement to compassionate leave or other relatives in addition to the above shall be at the discretion of the employer.

(3) Nothing in this Order shall be construed as requiring any employer to pay an employee for any time spent on compassionate leave.

Maternity Leave.

12. An employee who has completed the probation period shall be entitled to 30 days maternity leave with full pay.

Written particulars to be provided.

13. An employer shall on engagement of an employee, give such employee a completed copy of the form at the Second Schedule of this Order.

Continuous service.

14. Where, following upon a change of ownership of an establishment or undertaking an employee enters the service of a new owner without interruption, his service shall be deemed to be continuous service in the employment of the new owner.

Short time.

15. (1) If an employer finds it necessary for reasons beyond the employer's control to employ an employee on short time, the employer may do so subject to the Labour Commissioner consenting in writing to such an arrangement, and on the understanding that the employer intends resuming full time work within three weeks.

(2) Where an employee has been placed on short time under sub-regulation (1) the employee shall be paid not less than fifty percent of the employee's weekly wages where the employee is employed for periods which, in aggregate, are equivalent to or less than fifty percent of the employee's normal weekly hours of work.

(3) No reduction shall be made in an employee's earnings where the employee has been placed on short time, and works in aggregate more than fifty percent of his normal weekly hours of work during any week he has been placed on short time.

Piece work.

16. An employee engaged on piece work shall be entitled to wages and conditions of employment not less than those specified in this Order.

Reimbursement of expenses.

17. A salesman, driver or salesman assistant shall be reimbursed all expenses reasonably incurred on lodging and meals for periods of absence from his place of residence on duty.

Lay-off.

18. (1) Due to circumstances beyond the employee's control an employer may lay off employees for up to fourteen working days, without pay provided that at the end of this period the employer shall either re-employ the employees in their original jobs, or give them notice of termination of service in accordance with the provisions of the Employment Act, 1980.

(2) During the period of any lay-off, the employer shall not engage other employees to replace the employees he has laid off.

(3) The employer shall give -

(a) a permanent employee fourteen days notice before the lay-off; and

(b) a seasonal employee twenty-four hours notice before the lay-off.

(4) An employer may apply to the Commissioner of Labour for a temporary exemption for a specified period according to the circumstance of the enterprise, from the application of regulation 18(3) (a), after consultation with the employees organisation, for a reduction of the period of notice to be given to employees, before lay-off.

Trade testing.

19. (1) An employer shall grant unpaid leave to an employee who requests to undergo a trade test at the Swaziland College of Technology or any similar institution to enable him to take tests.

(2) An employee undergoing a trade test shall furnish the employer with the results of his examination.

Revocation of Legal Notice No.22 of 2000.

20. The Regulation of Wages (Manufacturing and Processing Industry) Order, 2000 is hereby revoked.

FIRST SCHEDULE

(Paragraph 4)

BASIC MINIMUM WAGE
(Emalangeni per week)

Learner Craftsperson	
Learner Finisher	
Learner Spinner	120.30
Learner Weaver	
Casual Labourer	
Seasonal Labourer	
Carder	
Checker	
Cleaner	
Cook	

Engraver's Assistant	
Entrepreneur's Assistant	
Finisher	
Grinder	
Loader	153.93
Potter	
Runner	
Trimmer	
Bagger	
Learner Machine Operator	

Screenprinter	
Semi skilled kiln hand	
Silversmith	
Spinner	
Tablehand	
Presser (garment)	
Washer	
Weaver	
Layer	162.48
Presser	
Folder	
Packer	
Box folder	
Canteen Assistant	
Carton Sealer	
Painter	
Despatch Clerk (Printing)	

Upper Printer	
Backseam Reducer	
D-ring inserter	
Foam attacher	
Hand trimmer	

Lacer	
Stacker	
Receiver-Second Stock	
Sorter	169.34
Textile preparer	
Toecap positioner	
Toelaster Feeder	
Upper Brusher	
Workshop assistant	

Assemble socks	
Box Preparer	
Cementer	
Edward Marker	
Foam Strip Cutter	
Hole perforator	
Lubricator/Riveter/Buckler	177.86
Sewing Machinist II	
Shoe Boxer	
Sole Chlorinator	
Stamper	
Staple extractor	
String lacer	
String Cutter	
Toepuff Positioner	
Unlaster	
Upper Cleaner	
Plate Filer (Printer)	

Assembler-Botton Components	
Box labeller	
Canteen assistant /Cashier	
Insole Moulder/stamper	
Last Preparer	181.26
Last Transporter	
Rougher-sole Margin	
Shoe Repairer	
Sticker attacher	
Upper splitter	
Weighs Clerk	

Coil Winder	
Component Assembler	
Copy Typist	
Dough Panner	
Driver Salesman's Assistant	
Entrepreneur's Assistant Grade I	
Flour sifter	184.73
General Labourer	
Hoist Operator	
Loader/Packer	
Messenger	
PC Board Trimmer	
Plant Assistant	
Security Guard/Stonehand	

Machinist
 Leaner Machine Minder (Printing)
 Assistant Receptionist
 Digital/Duplicator Operator (Riso)

Assembler (soldering)
 Binder Assistant
 Compositor
 De-Boner
 Dark Room Attendant
 Mechanical Assembler
 Proof Reader
 AJS Operator
 Assembler Upper-Components
 Counter inserter
 Counter Moulder 192.06
 Leather Baler
 Loader F.O.F.
 Recutter
 Sewing Machinist 1
 Shop Assistant
 Clerk/Storeman (Printing)
 Rubber Stamp maker
 Stitching Machine Operator (Printing)
 Sewer/ Binder
 Skiver- Upper/toepuffs
 Soaker

Slaughterman
 Driver\Messenger
 Laboratory Assistant
 Presser Attendant
 Electrical Maintenance Assistant 200.30
 Office Clerk
 Rougher Uppers
 Senior Watchman
 Sole Presser
 Printing Machine Minder (Junior)
 Photolithographer
 Reception Clerk (Printing)
 Sales Assistant
 Wages Clerk

Cabinet Fitter
 Chassis Fitter
 Clerk\ Stores Assistant 212.06
 Driver (L.D.V.)
 Forklift Operator
 Picture Tube Assembler
 Soakline attendant
 Switchboard Operator
 Utility
 D T P Operator
 Printers Grade 111

Baker's Assistant	
Blower	
Confectioner's Assistant	
Dough Mixer	
Engraver	215.51
Divider Operator	

Click-High Frequency	
Clicker- Insolers\toepuffs\Counters	
Clicker-Linings\ Trims\Socks\Velcro	
Despatch Clerk	
Heelseat Laster	218.93
Invoice Clerk	
Leather sorter	
Quality Controller	
Sole Spotter	

Kiln Operator	
Melter	
Saw Sharpener	
Design Draftman's Assistant	
Inspector	
Machine Operator	222.35
Machine Attendant	
Solder Bath Attendant	
Tester	
Guillotine Operator (Printing)	
Machine Minder (Printing)	

Boiler	
Driver(H.D.V.)	
Kardex Clerk\Storeman	
Aligner	227.48
Final Inspector\Tester	

Clicker-textile	
Rebater Controller	230.93
Repairer's Assistant	

Liner Feeder	
Repairers' Assistant	237.73

Baker	
Confectioner	
Handy-Man	
Chef	249.69
Clicker- Suede Split	

Chargehand	
Final Aligner and Tester	
Jumper	
Plant attendant	258.27
Tool Setter	
Fitter	
Personnel Secretary	

Sewing Mechanic
Toelaster

Printers Grade 11	263.40
Clerk\Storeman Assistant(with Junior certificate)	
Driver	
Artisan Grade 111	
Cattle buyer	
Master Screenprinter	
Master Potter	273.66
Master Silversmith	
Salesman	
Salesman (Senior)	260.40
Storeman (Printing)	
Assistant foreman Confectioner	
Assistant Foreman Baker	
Clerk\Storeman(with Senior Certificate)	354.01
Printers Grade 1	397.92
Artisan Grade 11	487.51
Foreman Baker	
Foreman Confectioner	521.66
Artisan Grade 1	715.00
Laboratory Technician	755.94
Supervisor	25% above the wage to the highest paid employee under his direct supervision

SECOND SCHEDULE**WRITTEN PARTICULARS OF EMPLOYMENT FORM**

1. Name of Employer.....
2. Name of Employee.....
3. Date Employment began.....
4. Wage and method of calculation.....
5. Interval at which wages are paid.....
6. Normal hours of work.....
7. Short description of employee's work.....
8. Probation Period.....
9. Annual holiday Entitlement.....
10. Paid Public Holiday.....
11. Payment during sickness.....
12. Maternity Leave.....
13. Notice employee entitled to receive.....
14. Notice employee required to give.....
15. Pension Scheme(if any, other than N.P.F Scheme).....
16. Any other matter either party wishes to include.....

Notes (a) An Industry Union is required by this undertaking any employee is free to join it.

The address of the Industry Union is:

- (b) The grievance procedure in this undertaking requires that a grievance should be first referred to.....

(c) When any heading is inapplicable enter nil.

Signed: Employer
..... Employee
..... Witness
..... Date

M.E. VILAKATI
Principal Secretary
Ministry of Enterprise and Employment