

**Contract of Employment**  
**LIGHT METAL & WOODEN FURNITURE WORKSHOP**  
BETWEEN

..... (Company's Name), (an enterprise governed by the Light Metal and Wooden Furniture Workshop Remuneration Order Regulations) of .....(address) duly represented by ....., Director, of .....hereinafter referred as Employer.

AND

.....from .....(country of origin) bearing Passport number .....hereinafter referred as Employee of .....(full address of employee in the country of origin).

By virtue of this contract, it is agreed that the following terms and conditions will apply:-

**1. Job Title**

The employee is being employed as .....

**2. Period of contract**

The contract shall be for a duration of .....as from date of arrival in Mauritius subject to the approval of the work permit by the Government of Mauritius.

**3. Basic Wages**

The employee shall be paid a basic wages of Rs ..... per day at .....intervals. The basic wages shall be adjusted each year as per the appropriate Additional Remuneration Act. Payment of total salary and all other benefits shall be effected directly to the employee in Mauritius itself. No deduction shall be effected from the wages of the employee except as authorized by the Mauritian Legislation e.g. PAYE.

**4. Records**

The employer shall keep attendance and wages records and shall issue a payslip stating inter alia

- (a) the employee's name, category, job title, rates of pay and national identity number;
- (b) the total number of days on which he was present at work;
- (c) the number of hours of extra work performed by him and the corresponding extra payment;
- (d) his total wages and each item of allowance including piece rate earnings;
- (e) every deduction made and the reasons, therefore, and;
- (f) such other particulars as may be required by the Minister.

**5. Working Hours**

45 hours per week excluding time allowed for a meal break of ..... minutes and 2 tea breaks of.... minutes as per agreement prevailing at the enterprise as follows:-

Monday to Friday .....a.m to .....p.m

Saturday .....a.m to .....p.m

The Employee shall be granted one day's rest every week.

**6. Extra Work**

- (a) Where the employee works on a Public Holiday he shall be remunerated:-for the first 8 hours, at twice the basic rate; and thereafter, at three times the basic rate.
- (b) Where the employee performs more than a normal day's work, he shall except for work performed on a public holiday, be remunerated, in respect of the additional hours worked at one and a half times the basic rate per hour.

**7. Formalities for Work Permits**

The employer shall be responsible to complete all the formalities for Work Permits and Residence Permits and shall pay the relevant costs.

**8. Annual leave and Sick Leave**

(a) Where the employee has remained in continuous employment for 12 consecutive months, he shall in the following 12 months, be entitled to:-

- 18 days annual leaves on full pay;
- 21 days sick leave on full pay; and
- a further period of 15 days sick leaves on half pay for prolonged illness

(b) The employee shall be paid a normal day in respect of each day's annual leave still due to him at the end of a period of 12 consecutive months.

**9. Piece Rate**

The employee and the employer shall, where the employee is required to perform piece work by the employer, agree upon the rates thereof between them and the rates shall be so determined that the Employee shall earn at least 10 % over and above the prescribed basic wage.

**10. Public holidays**

Where the employee, other than a monthly paid employee, has remained in continuous employment for 12 consecutive months, he shall be entitled, in the following 12 months, to a normal day's pay in respect of every public holiday, other than a Sunday that occurs while he is in the service of the employer, and on which he is not required to work.

**11. Meal Allowance**

- (1) Where the employee is required to perform work –
  - (a) for less than two hours but up to 7.00 p.m on any day; or
  - (b) for a period of at least two hours and up to 6.00 p.m on any day,

after having completed a normal days' work, he shall, in addition to any remuneration due for overtime work, be provided by the employer with an adequate free meal or be paid a meal allowance of Rs 50/-.

**12. End of Year Bonus**

The employee shall be paid an End of Year Bonus equivalent to 1/12 of his earnings or one month basic salary whichever is the higher for the year.

The employee whose contract of determinate duration ends before the 31 December of any year and who has performed a number of normal days' work equivalent to not less than 80 per cent of the number of working days during his employment in that year, shall be entitled to a gratuity equivalent to one twelfth of his earnings for that year.

**13. Transport Benefits and Facilities**

The employee shall be entitled to free transport or be paid the return bus fare if the distance between his dormitory and the enterprise exceeds 3 Kms. Free transport shall however be provided irrespective of the distance between his dormitory and the enterprise if the employee is required to cease work at a time where no public transport is available.

**14. Protective equipment**

Suitable protective equipment shall be provided to the employee and be renewed as soon as it becomes unserviceable.

**15. Accommodation**

Decent accommodation inclusive of water, electricity and gas shall be provided free of charge to the employee.

**15a. Cleanliness**

The employer shall keep the lodging accommodation in a clean state and free from effluvia arising from any drain, sanitary convenience or any other nuisance.

The employer shall ensure regular cleaning of the lodging accommodation including its surrounding yard.

The employer shall provide adequate covered bins for the storage of refuse.

**16. Insurance**

The employer shall provide free of charge workmen compensation insurance cover against injury at work to the employee.

**17. TRADE UNION MEMBERSHIP**

The worker shall be entitled to join a trade union of his choice

**18. Air Ticket**

The employee shall be provided an air ticket to return back to his country on termination of the contract of employment or for any cause whatsoever.

**19. Repatriation in case of death**

Should death occur, upon request, the employer shall arrange for the remains to be sent back to the country origin should local burial be rejected by employee's next of kin and all expenses including air freight shall be borne by the employer.

**20. Notice**

In case either party decides to terminate the contract before its expiry, either party shall give a notice in writing to the other party and the period of notice shall be of 30 days..

**21. Termination**

- (1) The Employee shall be given a hearing and may request the assistance of - (a) a representative of his trade union or his legal representative; or (b) an Officer of the Ministry of Labour, Industrial Relations and Employment, where he is not assisted as specified in part (a).
- (2) All cases of termination of employment shall be effected in accordance with the provisions of the Employment Rights Act 2008 as amended..

**22** For all intents and purposes, this contract of employment will apply, irrespective of any contract of employment signed in the home country of the worker which has not been vetted by the Ministry of Labour, Industrial Relations and Employment of the Republic of Mauritius.

**23.** Both parties agree to abide by the other provisions of the laws in Mauritius not specified in this contract of employment.

This agreement is signed in English, both, each party holding one.

Representative of the employer

The employee

Date .....

Date.....