

Benefit	Source Law	Definition	Value	Frequency of Payment / Access
Full Pay	Employment Code Act No. 3 of 2019, Part I, Section 3,	Basic pay, allowances and the cash equivalent of any allowances in kind applicable for a period not exceeding one month, but does not include payments in respect of any bonus;	Determined by Market Rate, Employer Discretion	Every Month
Housing Allowances	Minimum Wages and Conditions of Employment Act 1997 (Chapter 276)		30% of the Basic Pay	Every Month
Lunch Allowances	Minimum Wages and Conditions of Employment Act 1997 (Chapter 276)		5% of the Basic Pay	Every Month
Transport Allowances	Minimum Wages and Conditions of Employment Act 1997 (Chapter 276)		10% of the Basic Pay	Every Month
Gratuity	Employment Code Act No. 3 of 2019, Part I, Section 3,	A payment made to an employee in respect of a person's service on the expiry of a long-term contract of employment based on basic pay earnings that have accrued to the employee during the term of service;	25% of Basic Pay	At end of defined period or termination of contract

Overtime Pay	Employment Code Act No. 3 of 2019, Part IV, Section 75,	<p>Paid to excess of forty-eight hours in a week, net and half times the employee's hourly rate of pay</p> <p>An employee who works on a paid public holiday or on a Sunday, where a Sunday does not form part of the normal working week, shall be paid at double the employee's hourly rate of pay.</p> <p>To calculate the hourly rate of pay in a month, the actual amount received by the employee in basic wages for that month shall be divided by two hundred and eight hours.</p>	1.5x hourly rate of pay (Excess of 48hours / week) 2x hourly rate of pay (for Sunday, if Sunday is not part of normal working day)	Every Month based on time sheets submitted to HR / Payroll Team
Annual Leave Days	Employment Code Act No. 3 of 2019, Part III, Division 3.2, Section 36	An employee, other than a temporary or casual employee, who remains in continuous employment with the same employer for a period of twelve consecutive months shall be granted, during each subsequent period of twelve months while the employee remains in continuous employment, annual leave on full pay at a rate of at least two days per month	2 days for each month served (month - cumulative)	Every Month
Annual Leave Pay	Employment Code Act No. 3 of 2019, Part III, Division 3.2, Section 37	Where an employer does not grant an employee leave, or an employer grants the employee leave less than the total leave due under this section, the employer shall pay the employee wages in respect of the leave still due at the end of the period of twelve consecutive months	Gross (Full) Pay x Number of Leave Days / 26 days	At end of each year

Sick Leave	Employment Code Act No. 3 of 2019, Part III, Division 3.2, Section 38	<p>Where an employee is incapacitated due to illness or injury not occasioned by the employee's default, the employee is entitled to sick leave on production of a medical certificate from a health practitioner.</p> <p>An employee on a long-term contract shall be paid full pay during the first three months of the sick leave and thereafter, half pay for the next three months of the sick leave.</p>	Up to 90 days per annum - noncumulative	Case by Case Basis
Compassionate Leave	Employment Code Act No. 3 of 2019, Part III, Division 3.2, Section 39	An employee is entitled to compassionate leave with full pay for a period of at least twelve days in a calendar year where that employee has— (a) lost a spouse, parent, child or dependant; or (b) a justifiable compassionate ground.	12 days per annum - noncumulative	Case by Case Basis
Family Responsibility Leave	Employment Code Act No. 3 of 2019, Part III, Division 3.2, Section 40	<p>(1) Leave of absence with pay to enable the employee to nurse a sick spouse, child or dependant, except that the employer may, before granting that leave, require the employee to produce a certificate from a medical doctor certifying that the spouse, child or dependant is sick and requires special attention.</p> <p>(2) An employee is entitled to three paid leave days per year to cover responsibilities related to the care, health or education for that employee's child, spouse or dependant.</p>	10 days per annum - noncumulative	Case by Case Basis

Maternity Leave	Employment Code Act No. 3 of 2019, Part III, Division 3.2, Section 41	<p>A female employee is, on production of a medical certificate, entitled to fourteen weeks maternity leave to be taken—</p> <p>(a) immediately preceding the expected date of delivery, except that at least six weeks maternity leave shall be taken immediately after delivery; or</p> <p>(b) after the delivery.</p> <p>Where a female employee remains in continuous employment with the same employer for a period of twenty-four months immediately preceding the beginning of leave under this section.</p> <p>The maternity leave shall be with full pay where the maternity benefits are not paid under a written law providing for maternity benefits.</p>	Up to 14 weeks with additional conditions outlined in Section 41	Case by Case Basis
Paternity Leave	Employment Code Act No. 3 of 2019, Part III, Division 3.2, Section 46	<p>A male employee who remains in continuous employment with the same employer for a period of twelve months immediately preceding the beginning of leave under this section is entitled to at least five continuous working days paternity leave, if—</p> <p>(a) the employee is the father of the child.</p> <p>(b) the employee has submitted to the employee's employer a birth record of the child; and</p> <p>(c) the leave is taken within seven days of the birth of a child.</p>	Up to 5 days within 7 days of childbirth - noncumulative	Case by Case Basis

Mother's Day	Employment Code Act No. 3 of 2019, Part III, Division 3.2, Section 41	A female employee is entitled to one day's absence from work each month without having to produce a medical certificate or give reason to the employer.	1 day per month - noncumulative	Case by Case Basis
Funeral Assistance	Minimum-Wages-and-Conditions-of-Employment-Gen-Order-SI-No-71-2018, Section 13	In the event of the death of an employee, employee spouse or employees registered child, the employer will pay a funeral grant in form of standard coffin and ZMK 1500	Standard coffin and cash grant of ZMK 1500	Case by Case Basis