

EMPLOYEE EMPLOYMENT AGREEMENT (DOMESTIC WORKER)

made and entered into
by and between

EMPLOYER FULL NAME HERE

(hereinafter referred to as “the EMPLOYER”)

of

EMPLOYER ADDRESS
EMPLOYER ADDRESS
EMPLOYER ADDRESS

and

EMPLOYEE FULL NAME HERE

Identity Number : _____
(hereinafter referred to as “the EMPLOYEE”)

of

EMPLOYEE ADDRESS
EMPLOYEE ADDRESS
EMPLOYEE ADDRESS

IT IS AGREED AS FOLLOWS :

The **EMPLOYER** agrees to employ the **EMPLOYEE** under the following terms and conditions :

Commencement of duties will be on the day of year .

The **EMPLOYEE** is employed in the capacity of **domestic worker, nannie, gardener, driver** (*delete what is not applicable*) and will be expected to perform the duties set out in **Annexure "A"** attached to this **Agreement**.

- The **EMPLOYEE** will be paid R per day / week / month. This amount will be reviewed annually and increases are purely dependent on the performance of **the EMPLOYEE**.
- The **EMPLOYEE** will be paid a bonus of R , which will be paid in December each year.
- The **EMPLOYER** is entitled to deduct any statutory deductions as determined by South African Revenue Service or the Department of Labour (i.e. UIF) from time to time or as agreed between **the EMPLOYER** and **the EMPLOYEE** from time to time.
- The **EMPLOYEE** will be paid in cash / direct deposit / cheque (*delete which is not applicable*) on the day of the month.
- Other benefits will include the use of the Domestic Quarters on the property which will be:
Charged at R per day / month
Free of charge but which is valued at R per day / month and is included in the monthly remuneration
(*delete what is not applicable*)
- A monthly / weekly payslip as per **Annexure B** will be provided for each pay period.
- Working days will be Monday to Saturday from 08h00 to 17h00.
- The days off work will be Thursday and Sundays
The breaks from work will be : Morning tea: 10h00 to 10h15
Lunch: 12h30 to 13h30
Afternoon tea: 15h00 to 15h15
- The **EMPLOYEE** will be required to work overtime from time to time and reasonable notice will be given to **the EMPLOYEE** in this regard. The rate of pay for such overtime, in the absence of any other agreement, will be time and a half of the pro-rata hourly rate.

- The **EMPLOYEE** will be entitled to consecutive calendar days paid leave on completion of months service. The granting of leave dates must be mutually agreed but will be at the discretion of **the EMPLOYER**.
- Should **the EMPLOYEE** be absent from work for any reason he/she will contact **the EMPLOYER** immediately, failing which **the EMPLOYER** has the right to institute disciplinary action against **the EMPLOYEE**.
- **The EMPLOYEE** will be entitled to 3 (three) weeks sick leave per annum on full pay in the event of incapacity.

If either party hereto wishes to terminate this **Agreement** during the first 4 (four) weeks of service, 24 (twenty-four) hours notice shall be given by either party. After the first 4 (four) weeks service, 1 (one) month's notice shall be given in writing by the party wishing to furnish the notice.

This **Agreement** constitutes the entire agreement between the parties and supercedes any previous agreements and no other agreement will be binding unless reduced to writing and signed by both parties. The provisions of the Basic Conditions of Employment Act 75 of 1997, as amended, will apply in respect of all other matters not dealt with herein.

SIGNED at this the day of year .

AS WITNESSES :

1. _____
 Signed The **EMPLOYER**

2. _____

SIGNED at this the day of year .

AS WITNESSES :

1. _____
 Signed The **EMPLOYEE**

2. _____

ANNEXURE A
Duties to be performed by the EMPLOYEE

Monday :

Tuesday :

Wednesday :

Thursday :

Friday :

Saturday :

Sunday :

**Adhoc
Duties :**

ANNEXURE B Employee Payslip

Employee No.	<input style="width: 95%;" type="text"/>	Employee Name	<input style="width: 95%;" type="text"/>
ID Number	<input style="width: 95%;" type="text"/>	For the month of	<input style="width: 95%;" type="text"/>
Method of Payment			
Please tick one : <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Deposit			
Bank Details :	Bank Name : <input style="width: 80%;" type="text"/>	Branch Code :	<input style="width: 80%;" type="text"/>
	Account No : <input style="width: 80%;" type="text"/>	Branch Name :	<input style="width: 80%;" type="text"/>
Earnings for the Period:			
Basic Pay :		R	<input style="width: 80%;" type="text"/>
Overtime :	Hours <input style="width: 40%;" type="text"/> Rate <input style="width: 40%;" type="text"/>	R	<input style="width: 80%;" type="text"/>
Public Holiday / Sunday Overtime :	Hours <input style="width: 40%;" type="text"/> Rate <input style="width: 40%;" type="text"/>	R	<input style="width: 80%;" type="text"/>
Bonus		R	<input style="width: 80%;" type="text"/>
Total Earnings		R	<input style="width: 80%;" type="text"/>
Deductions for the Period:			
Income Tax (if applicable) :		R	<input style="width: 80%;" type="text"/>
UIF :		R	<input style="width: 80%;" type="text"/>
Other Statutory Deductions :		R	<input style="width: 80%;" type="text"/>
_____		R	<input style="width: 80%;" type="text"/>
_____		R	<input style="width: 80%;" type="text"/>
Total Deductions		R	<input style="width: 80%;" type="text"/>
Nett Pay for the Month		R	<input style="width: 80%;" type="text"/>

Year to Date Totals

Total Income

R

Total Tax Paid

R

Total UIF Paid

R

Signatories

Signature	<input style="width: 95%;" type="text"/>	Signature	<input style="width: 95%;" type="text"/>
Date	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Employee Name	<input style="width: 95%;" type="text"/>	Employer / Supervisor	<input style="width: 95%;" type="text"/>

ANNEXURE C Annual Leave Details & Requests

Employee No. <input style="width: 90%;" type="text"/>	Employee Name <input style="width: 90%;" type="text"/>
ID Number <input style="width: 90%;" type="text"/>	Date Engaged <input style="width: 90%;" type="text"/>

Annual Leave Entitlement

Leave Entitlement	<input style="width: 95%;" type="text"/>	(entitlement per annum)
Leave Cycle Start Date	<input style="width: 95%;" type="text"/>	Leave Cycle End Date <input style="width: 95%;" type="text"/>

Statistics & History

Annual Leave taken in Current Year	<input style="width: 95%;" type="text"/>	Balance of Outstanding Annual Leave	<input style="width: 95%;" type="text"/>
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Annual Leave Details (Last Five Records)

Date from	Date to	No of Days	Type of Leave	Comment

Annual Leave Request / Details

Type of Leave Requested	<input style="width: 95%;" type="text"/>	(annual, family responsibility, study, etc)	
Date from	<input style="width: 95%;" type="text" value="DD / MM / YYYY"/>	Date to <input style="width: 95%;" type="text" value="DD / MM / YYYY"/>	
No of Days	<input style="width: 95%;" type="text"/>	Days at Full Pay <input style="width: 95%;" type="text"/>	Days Unpaid <input style="width: 95%;" type="text"/>
Comments / Reason			

Signatories

Signature <input style="width: 95%;" type="text"/>	Signature <input style="width: 95%;" type="text"/>
Date <input style="width: 95%;" type="text"/>	Date <input style="width: 95%;" type="text"/>
Employee Name <input style="width: 95%;" type="text"/>	Employer / Supervisor <input style="width: 95%;" type="text"/>