



labour

Department:  
Labour  
REPUBLIC OF SOUTH AFRICA



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[Site Map](#)

## Basic Guides

### Basic Guides for Basic conditions of Employment

Plain English summaries of key topics within labour legislation

- **Basic Guide to Annual Leave**  
Rules for annual leave as prescribed by the Basic Conditions of Employment Act
- **Basic Guide to Child Labour**  
The Basic Conditions of Employment Act does not allow for the employment of children under the age of 15.
- **Basic Guide to Deductions**  
The Basic Conditions of Employment Act allows for deductions from a worker's pay only under certain conditions.
- **Basic Guide to Employee Records**  
The Basic Conditions of Employment Act requires that employers keep a record of certain employee information
- **Basic Guide to Employer's Basic Conditions of Employment Duties**  
All employers must comply with the Basic Conditions of Employment Act
- **Basic Guide to Employment Contracts**  
The Basic Conditions of Employment Act requires that employers give workers certain details of their employment in writing
- **Basic Guide to Family Responsibility Leave**  
Under the Basic Conditions of Employment Act, workers may take paid leave to attend to certain family situations
- **Basic Guide to Maternity Leave**  
The Basic Conditions of Employment Act gives pregnant workers the right to take maternity leave
- **Basic Guide to Overtime**  
The Basic Conditions of Employment regulates overtime working hours and pay for such hours.
- **Basic Guide to Pay Slips**  
The Basic Conditions of Employment Act stipulates that employers must give workers certain details each time they are paid.
- **Basic Guide to Public Holidays**  
The Basic Conditions of Employment stipulates the conditions for working on Public Holidays for workers.
- **Basic Guide to Sick Leave**  
Rules for sick leave as prescribed by the Basic Conditions of Employment Act.
- **Basic Guide to Termination**  
The Basic Conditions of Employment Act stipulates the procedures for termination of an employment contract.
- **Basic Guide to Working Hours**  
The Basic Conditions of Employment Act regulates working hours and rest periods for workers.
- **Basic Guide to Working on Sundays**  
The Basic Conditions of Employment prescribes the wages for working on a Sunday.