



labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA



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Basic Guide to Overtime

The amount of overtime a worker may work is limited. Workers must get 1.5 times their normal hourly pay or paid time off in exchange for overtime.

Application

The Basic Conditions of Employment Act applies to all **employers** and **workers**, but not -

- members of the -
 - National Defence Force,
 - National Intelligence Agency, or
 - South African Secret Service; or
- unpaid volunteers working for charity.

The section of the Act that regulate **working hours** does not apply to:

- workers in senior management
- sales staff who travel and regulate their own working hours
- workers who work less than 24 hours in a month
- workers who earn in excess of an amount stated in terms of section 6 (3) of the Act
 - workers engaged in emergency work are excluded from certain provisions.
- workers engaged in emergency work are excluded from certain provisions.

See

- Basic Conditions of Employment Act

Applies to all employers and workers and regulates leave, working hours, employment contracts, deductions, pay slips, and termination

Overtime Hours

Workers may not work -

- overtime, unless by agreement
- more than 10 hours' overtime a week (collective agreement may increase this to 15 hours per week for up to 2 months a year)
- more than 12 hours on any day

Based on Legislation in Section 10, of the Basic Conditions of Employment Act

Pay for Overtime

Employers must pay workers overtime at **1.5 times the normal hourly wage**.

Alternatively, a worker may agree to receive **paid time off** or a combination of pay and time off.

Based on Legislation in Section 10, of the Basic Conditions of Employment Act

Related Links

- [Basic Guide to Collective Agreements](#)

The Labour Relations Act provides for agreements that alter conditions of employment

- [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 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.