

Time to time.

- b. The employee will be paid for overtime at the rate of one and a half times His/ her total wage
4. Any work on Sundays will be by agreement between the parties from time to time. If the employee works on a Sunday he/she shall be paid double
5. If an employee does not work on a public holiday, he/she shall receive normal payment for that day. If the employee works on a public holiday he/she shall be paid double.

D.REMUNERATION

1. We have agreed that your commencing salary will be (12000) per month, with no benefits such as medical aid, allowances etc.
2. Necessary performance bonuses will be negotiated and added to your salary. Salaries will be review from time to time. Yearly % increment will be decided by management on a yearly basis.
3. Employee will be entitled to a 13th cheque that will be paid out to him/ her on the month they were employed by **Proteus Laboratories**.
4. Employee's salary will be paid on the last day of every month.
5. UIF contributions will be paid by both the employee and the employer ratio will be 1:1

E.ANNUAL LEAVE

1. You will be entitled to a maximum of 20 days leave per year cycle. Of which there will be accumulated before taking. The customary 60 days per 3 year cycle applies
2. Leave will be taken at a time which is mutually convenient to both yourself and the company and must be approved by your superior.
3. Should **Proteus Laboratories** close over the festive season in December, this will be regarded as annual leave.
4. No unauthorized leave will be permitted.

F. SICK LEAVE

The customary 36 days per 3 year cycle applies. The company will require the employee to produce a doctor's certificate stating the duration of your incapacity.

1. From the first day of absence your superior will have to be notified via a phone call. No message via (sms, watsapp etc shall be taken), unless you cannot get hold of your supervisor.
2. Once all sick leave has been used, and more days are needed the deduction will come from your annual leave.
3. Sick leave will not be utilized as annual leave.
4. Sick leave not taken cannot be accrued.

G. FAMILY RESPONSIBILITY LEAVE