

REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

OFFICE OF THE EXECUTIVE DIRECTOR

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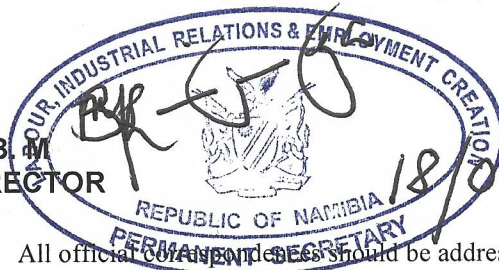
PUBLIC NOTICE

RE: APPLICATIONS TO EXCEED THE PRESCRIBED MAXIMUM OVERTIME HOURS LIMIT // LABOUR ACT (ACT 11 OF 2007)

1. This Ministry is tasked, inter alia, with the administration of the Labour Act in order to ensure compliance, and at the same time prevent labour disputes where possible.
2. As one of the preventative strategies for labour disputes, and to keep in line with the Labour Act, the Ministry has put in place some measures to regulate and control Applications for overtime.
3. This Ministry as from 01 May 2019 will only process Applications for Overtime that stipulate the following:-
 - a) the class of employees to whom the approval is sought;
 - b) clearly prescribes the time frame of the intended work to be performed;
 - c) clearly indicates the overtime work limits (e.g. overtime hours per week and or overtime hours per day) ;
 - d) proof of consent from the affected employees;
 - e) proof of approval by the Head of the Organisation or his/her delegate; and
 - f) the responsible person (contact person) should clearly indicate his/her email address, direct contact number and cellphone number.
4. This notice helps to increase compliance level with the provision of the Labour Act. It further cuts out long overtime hours which are always the case whenever limits are not indicated.
5. All Applications must be submitted at least three (3) working days before the actual commencement of the overtime as late Applications may not be processed as they will be out of dates.
6. All Applications must adhere to the requirements as set out in section 17(4) (a-d). These measures will commenced with effect from 01 May 2019.
7. Your co-operation in this regards will be highly appreciated.

Regards

SHINGUADJA, B. M.
EXECUTIVE DIRECTOR



All official correspondence should be addressed to the Executive Director.