

- employee sent to do such work shall be provided with accommodation, or suitable transport to and from the job;
- 6.8.1.2 when an employee is required to travel in terms of sub clause 6.8.1.1 hereof, he shall be paid at-
- 6.8.1.2.1 ordinary rates of wages for hours of travelling coinciding with his ordinary hours of work and at half rates for hours of travelling falling outside his ordinary hours of work. The wage in any circumstances is not to exceed 12 hours' wages per day or part thereof. Provided that if an employee has been working on the day, other than Sunday or a public holiday, on which the journey commences, he shall be entitled to receive up to a maximum of 12 hours' full wages only, which shall include the remuneration earned by him in respect of such day.
- 6.8.1.2.2 double the ordinary rates of wages for hours travelled or worked on a Sunday, subject to a minimum of a double day's wages irrespective of the number of hours travelled if they are less than the hours normally worked on a weekday, and a maximum of 20 hour's wages in respect of hours worked or travelled, if both are in excess of normal daily hours:
- 6.8.1.2.3 in addition to the wages for public holidays prescribed in clause 5.2 of the Agreement, ordinary rates of wages for hours worked or travelled on public holidays subject to a maximum of 20 hours' wages per day.
- 6.8.1.3 An employee shall be paid for meals and accommodation whilst travelling. Where an employee is, by reason of his employment, away from his usual working place, or required by his employer to live away from his usual domicile, his employer shall-
- 6.8.1.3.1 either compensate him for all expenses reasonably incurred in respect of board and lodging; or
- 6.8.1.3.2 provide him with suitable board and lodging free of charge.
- 6.8.1.4 For the purposes of this clause, a day shall mean a period of 24 hours beginning and ending at 24h00.

6.9. RECORDS TO BE KEPT BY EMPLOYERS

6.9.1 *Hours and wages record:*

- 6.9.1.1 Every employer shall, in respect of and at each place where he conducts business, keep available for inspection at all times records containing at least the following information:
- (i) The employee's name and occupation, identity number/passport or permit number;
 - (ii) The time worked by each employee;
 - (iii) The remuneration paid to each employee;
 - (iv) The date of birth of any employee under 18 years of age; and
 - (v) Any other prescribed information.
- 6.9.1.2 Every employer shall keep the record referred to in paragraph 6.9.1.1 of this sub-clause for a period of three years from the date of the last entry in the record.