



Construction Industries Federation of Namibia

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PUBLIC HOLIDAYS DURING THE 2023 / 2024 RECESS: CALCULATION OF ANNUAL LEAVE / LEAVE PAY

The Namibian labour legislation does not officially make provision for so-called "Builders' Holidays". However, the **Labour Act, 2007 (Act No.11 of 2007)** does make provision in **Chapter 3, Part D, Section 23** that the employer may determine the dates when leave is to be taken. The following examples shown below serve as a **GUIDELINE** for granting employees' annual leave during the recess period over Christmas / New Year.

1. In terms of the provisions of **Chapter 3, Part C, Section 22 of the Labour Act, 2007**, all public holidays falling on a day that would otherwise be an ordinary working day for the employees concerned are deemed paid public holidays. Employees shall not be required to work on such a day, but shall receive normal remuneration for the day, nonetheless. Employees who do work are entitled to double remuneration for the actual hours worked on such public holiday.
2. In terms of **Chapter 3, Part D, Section 23** of the Act an employee shall be granted **at least 4 (four) consecutive weeks' leave** of absence on full remuneration in respect of each period of 12 consecutive months of employment (this translates into 20 working days annual leave for an employee working a 5-day week and 24 working days annual leave for an employee working a 6-day week). The annual leave of employees shall, for each public holiday which falls on a day that would otherwise have been an ordinary working day for such employees and falls within the leave period, be extended by one working day with full remuneration.
3. Public holidays in the 2023 / 2024 festive season are:

Sunday	10 December 2023	(Human Rights Day)
Monday	11 December 2023	(Public Holiday)
Monday	25 December 2023	(Christmas Day)
Tuesday	26 December 2023	(Family Day)
Monday	01 January 2024	(New Year's Day)

It follows by illustration that:

CLOSING (last day of work)	on 01 December 2023	(5-day week) or on 02 December 2023 (6-day week)
OPEN (first day of work)	on 02 January 2024 ,	employees are entitled to the following leave pay :

5-DAY WEEK: 17 working days + 4 days (public holidays) ► **21 days leave pay**

6-DAY WEEK: 21 working days + 4 days (public holidays) ► **25 days leave pay**

OR

CLOSING (last day of work)	on 08 December 2023	(5-day week) or on 09 December 2023 (6-day week)
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OPEN (first day of work),	on 08 January 2023	employees are entitled to the following leave pay :
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5-DAY WEEK: 16 working days + 4 days (public holidays) ► **20 days leave pay**

6-DAY WEEK: 20 working days + 4 days (public holidays) ► **24 days leave pay**

NOTES:

- Only the working days illustrated in both examples above may be deducted from the employee's accrued annual leave and **not** the listed extra/additional days (public holidays).
- Any leave days of the employee's accrued annual leave not used for the recess period as shown above may be used as casual leave days in the next year.
- As per Government Gazette 7675, a Service Allowance will be paid to every employee equal to 150 (one hundred and fifty) hours of his/her wage and will be paid as part of the December remuneration – payable either at the end of that month for an employee not going on leave during December, or in the case of an employee going on leave in December, on the last working day before commencement of his/her annual leave. This allowance will be calculated pro-rata to every fully worked month the employee was in service during that specific year.
- The leave pay calculation is not a legal obligation and unless there is an employment contractual clause or collective agreement to the contrary, the Labour Act (section 23. (5)) and operational circumstances of the employer are the overriding determining factors. We suggest that flexibility be permissible depending on operational requirements, availability of leave, etc.
- We recommend that employees should be duly consulted and the situation be explained.