

# TRANSNET PORT TERMINALS TRANSITIONAL WORKING TIME AGREEMENT

## 1. PREAMBLE

- 1.1. These guidelines set transitional arrangements to be followed in the implementation of the Transnet Port Terminals Working Time Arrangements commonly refers as Shift Pattern.
- 1.2. The parties have entered into this agreement free from any coercion with the purpose of ensuring that compliance to Basic Conditions of Employment Act plus other related acts governing the workplace in SA are observed at all times including Transnet Policies governing working conditions in its Operating Divisions.
- 1.3. Provide a strategic and standardised framework for transitioning to the new organisation structure, for all management.
- 1.4. Ensure that business imperatives, operational effectiveness and flexibility are not compromised during the transition process.
- 1.5. Provide for a fair and transparent transition process that minimises disputes, whilst providing certainty to all levels of employees as soon as reasonably possible and prevent and mitigate any possible reputational damage to Transnet.

## 2. SCOPE OF AGREEMENT

- 2.1 This agreement replaces any previous agreements and shall supersede all such agreements with effect from date of signature.
- 2.2 This agreement is binding to all parties no variation or alteration shall be valid unless such amendment was in writing and that all the parties herein, have expressly agreed to such variation or alteration.



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2.3 This agreement, expressly and impliedly, applied only to Transnet Port Terminals and is not applicable to any other Operating Divisions.

2.4 This agreement incorporates annexures A attached hereto.

2.5 Unless otherwise specified in this or any other subsequent agreement, the terms of this agreement shall be applicable to all bargaining unit employees, who are employed by Transnet Port Terminals in the Republic of South Africa, irrespective of whether they are represented by a Trade Union or not.

2.6 This agreement replaces Schedule 4 of the SAPO Conditions of Employment of 2002.

2.7 In the event that the employer concludes a more favourable agreement with SATAWU, Transnet undertakes to extend that agreement to UNTU members.

### 3. OBJECTIVES OF THE AGREEMENT

3.1 This agreement is aimed at establishing mutually acceptable terms and conditions of employment within the legislative requirements governing hours of work by agreement and allowing operational flexibility, without compromising the health and safety of employees.

### 4. VALIDITY/DURATION

4.1 This Agreement shall come into operation with effect from 1 August 2022 or as soon as possible thereafter and shall remain in force until either party has terminated it by reasonable notice.

### 5. INTERPRETATIONS

5.1 Any expressions used in this Agreement, which are defined in the Labour Relations Act, 66 of 1995 and the Basic Conditions of Employment Act, 75 of 1977 shall have the same meaning as set out in the enabling legislation, and any reference to an Act shall include any amendments to such Act, further –

5.1.1 In this Agreement, unless the context otherwise indicates -

- (a) the masculine includes the feminine and *vice versa*; and
- (b) the singular includes the plural and *vice versa*.

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## 6. DEFINITIONS

**"Averaging of hours of work"**<sup>1</sup> means -

- (a) Subject to the principle of an average of 42.5 ordinary hours per week and fifteen (15) hours of overtime in a week; and
- (b) The ordinary hours will be obtained by multiplying the number of workdays in a month by the ordinary daily hours

**"Basic pay"** means an employee's monthly pensionable salary or wage;

**"Bargaining council"** means – The *Bargaining council* registered in terms of the Labour Relations Act, 1995.

**"Bargaining unit employees"** means – All junior employees below the pay grade F.

**"BCEA"** means - The Basic Conditions of the Employment Act (Act 75 of 1997)

**"Compressed working week"** means – the hours worked in a week may be averaged provided the employee does not work more than 12 hours in any day or more than 4 days in any week continuously or more than 42.5 hours in any week.

**"Consultation" (consulted)** means- a process whereby management engage labour representatives/shop stewards with a view of reaching consensus on work related matters/issues and not in conflict with any collective agreement. Any substantive changes to the actual shift pattern will be the subject of negotiations at Transnet Bargaining Council.

**"Day"** means – A period of 24 hours measured from the time when an employee normally commences or actually commences his shift/work.

**"Emergency Work"** means - work which is required to be done without delay owing to circumstances for which the employer could not reasonably have been expected to make provision and which cannot be performed by employees during their ordinary hours of work.

**"LRA"** means – the Labour Relations Act (Act 66 of 1995).

**"Night work"** means – Work performed between 18H00 and 06H00.

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**"Ordinary hours of work"** means –

- (a) An employee may not be required or permitted to work more than: -
- (i) 42.5 ordinary hours in any *week*.
  - (ii) Twelve (12) hours in any day of the week.

**"Overtime"** means – The time in excess of ordinary hours of work that an employee works during a day or a week/month or, in the case of averaging of hours of work or a compressed work week.

**"Public holiday"** means – Any day that is declared a *public holiday* in terms of the *Public holidays Act, 1994 (Act No. 36 of 1994)*.

**"Recognition Agreement"** means– A collective agreement signed between Transnet and its recognised trade unions.

**"Remuneration"** means – Any payment in money or in kind, or both in money and in kind, made or owing to any person in return for that person working for any other person.

**"Salary"** means – The employee's fixed basic monthly income.

**"Shift"** means - a period during a day when an employee is required to be available to work. The period of work may consist of either the daily *ordinary hours* defined above or scheduled as overtime or a combination of both ordinary hours and overtime, depending on operational requirements.

**"Shifts patterns"** which has a corresponding meaning to a shift, may be arranged as follows:

- "Day shift" – technical/support services/office personnel etc.
- "Day and night shifts" 06H00 – 18H00 and 18H00 – 06H00.

**"Standby"** means – a requirement for an employee to be available to possibly perform duty outside of his normal working hours.

**"Straight time rate"** means – An hourly rate, which is determined by dividing the annual basic *salary* by the total ordinary hours of duty per annum. The total of ordinary hours of duty per annum is calculated by multiplying the number of *weeks* (52) with the *ordinary hours of duty per week* (42.5).

**"Transnet Port Terminals"** means – A Division of Transnet SOC Limited.

  
  
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**“Wage”** means – The amount of money paid or payable to an employee in respect of *ordinary hours of work*, or, if shorter, the hours an employee ordinarily works in a day or *week*.

**“Week”** in relation to an employee, means – a calendar week of seven (7) days which begins on a Monday and ends on a Sunday and within which the working week of that employee ordinarily falls.

## TRANSITIONAL WORKING TIME ARRANGEMENTS

### 7. IMPLEMENTATION DATE

7.1. The parties have agreed that the new working time arrangements will come into effect as per clause item 4.1.

### 8. MANPOWER PLANNING

8.1. The parties agree that the new working time arrangements may require additional resources, as well as alternative re-assignment of personnel as per contract of employment.

8.2. In order to give effect to adequate resources, Transnet Port Terminals will use the month of July 2022 and any reasonable period thereafter, in consultation with labour, to ensure that all manning levels comply with the requirements of the new shift pattern in order to meet the set objectives.

8.3. The parties agree that the 1300 Fixed Term Contract employees that were on TPT records, as on 31 March 2022, will be given preference in filling of vacancies.

8.4. The parties further agree that where there are more FTC's than available positions, the excess employees shall be considered for positions in other regions.

8.5. This process will require that additional resources be sourced beyond the said terminals, subject to willingness by applicants to be considered in this regard and such process may begin with the current pool of fixed term contract workers.

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8.6. In the event that fixed term contract workers are not able to be accommodated in their current respective areas, they may not refuse to be assigned to other areas and in some instances to roles that may not necessarily equate to their current positions, subject to them meeting minimum requirements of the new roles.

8.7. The above-mentioned process will be monitored by the office of Human Service Delivery, so that there is fairness across all areas and that no undue interference will be accepted from personnel, who are not in the People Management space or have such competences to determine suitability.

8.8. In the event that some applicants don't meet the normal Recruitment and Selection Policy requirements, except for previous convictions for serious criminal conduct, a deviation will be motivated for approval in line with current Transnet policies.

8.9. The parties agree that with the introduction of the new shift pattern, the employer will move from the 3:2 to 2:1 operating model for Operator Lifting Equipment (OLE) positions.

#### 9. SOFT-LANDING PROCESS

9.1. The parties have resolved to make an ex-gratia payment of R10,000.00 (ten thousand rands only) net pay into the employee salaries after tax at the end of July 2022, in return for employees accepting the new working arrangements.

9.2. The abovementioned ex gratia payment shall only apply to permanent employees, who are in service and working shifts at the time of this agreement.

9.3. The above-mentioned arrangement mustn't be seen as a precedent setting regime and shall be a once-off payment to allow employees to adjust to the new working arrangements.

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## 10. REMUNERATION

### 10.1 Basis of Calculating Salary

10.1.1 All salaries are calculated on an annual basis. The monthly salary paid to an employee shall be calculated as one twelfth of annual salary (excluding allowances).

10.1.2 The pay month shall extend from the 1<sup>st</sup> day of any month to the last day of the month.

10.1.3 Salaries will normally be paid out by the 27<sup>th</sup> day of the month, but not later than the last day of a month should there be technical problems. However, should the 27<sup>th</sup> fall on a Saturday, Sunday or public holiday, payment will be made on the date immediately preceding the 27<sup>th</sup> which does not fall on one of the aforementioned days.

### 10.2 Regulation of Hours of Duty

10.2.1 Ordinary hours of work may not be more than 42.5 hours per week at a maximum ordinary hours per day of twelve (12) hours, including lunch break;

10.2.2 Employees may be directed to work according to the "Averaging of hours of work" principle.

10.2.3 An employee may be required or permitted to work a compressed working week under the following circumstances:

- (a) not more than 42.5 ordinary hours in any week;
- (b) not more than 15 hours overtime in any week; and
- (c) not more than 4 work-days (12 hours per day) in any week may be worked unless by agreement where an employee works on a rest day, in which case the time worked on the rest day is paid as overtime.

10.2.4 The employer shall, from time to time, based on operational requirements, determine the actual starting and finishing times for each place of employment.

10.2.5 In the event that employees finish the allocated work before the end of the shift, the terminal manager, at his/her discretion, assign employees work of equal and/or to job related training or release them to go home without loss of pay.

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10.2.6 The employer shall consult / negotiate with unions before implementing significant change to the starting time and finishing time of work.

10.2.7 An employee working temporarily in a different grade or place will observe the hours prescribed for that grade and place, if these are different from the hours of duty fixed at his normal place of employment.

### 10.3 Underlying Principles on Rostering and Scheduling of Shifts

10.3.1 Transnet Port Terminals is a continuous 24 hour, 7 days per week operation.

10.3.2 Employees may be required to work any 5 of the 7 days in any particular week.

10.3.3 Management shall consult/negotiate on *significant* changes to the roster at operational level.

10.3.4 In the event that an employee is required to work on a rest day(s), it may only be by agreement and taking into cognisance the health and safety of employees and the effect that fatigue may have on an employee's health, safety and impact on the organisation.

10.3.5 Work on rest days will be paid at overtime rate and/or Sundays rates, whichever is applicable.

10.3.6 Management shall plan Leave, Training and Shift Rosters, as well as weekly rest periods in advance and be displayed for all employees or shall be produced upon request, if not practical to display.

10.3.7 Maximum hours of work per day:

(a) An employee shall be **rostered according to activities**, but for **not more than 12 hours per day**.

(b) Employees are entitled to a minimum daily rest period of 12 hours.

10.3.8 Subject to 10.4.10, back-to-back shifts are not allowed. No roster may allow or permit an employee to sign on for a second shift immediately after completing a shift on the same day or within 12 hours of the previous shift.

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10.3.9 The 12-hour period/day referred to in clause 10.4.8 above, is calculated from the previous day's sign on time.

10.3.10 Where a shift extends beyond twelve (12) hours due to unforeseen circumstances, an employee may **by agreement**, be allowed to resume his next rostered shift with a minimum of ten (10) hours rest, provided there are not more than two such incidents in any week.

#### 10.4 Arrangement of Shifts

10.4.1 The following apply to the arrangement of shift work:

- (a) Overtime should be avoided, especially in occupations involving special hazards or heavy physical or mental strain.
- (b) Rosters / shift schedules should be displayed or distributed on a weekly/monthly basis (whichever is applicable) for easy access by all workers and must be presented in a readily understandable form.
- (c) Workers must receive a minimum of 12 hours' notice in advance of scheduled hours of work and/or of any foreseeable changes to the schedule / roster, except where this is standard working time arrangement.
- (d) Arrangements, based on individual employee's peculiar circumstances, must be considered to accommodate pregnant and breastfeeding workers.
- (e) Management may, based on individual employee's peculiar circumstances, consider accommodating employees with family responsibilities, older workers, disabled workers and workers with health problems, provided that operational requirements of an employer are not compromised.

#### 10.5 Design of Shift Rosters

10.5.1 The following factors should be taken into account in the design of rosters for semi-continuous and continuous shift work:

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- (a) It is preferable that shifts be rotated in a forward direction (morning to night). Shift patterns should take cognisance of operational requirements and to be used as a guideline to roster employees on morning or night shifts whichever shift pattern applies.
- (b) Rest periods for shift workers should be scheduled to include weekends over a period of three (3) where practical and possible.
- (c) The frequency of weekend work and work on public holidays should be limited as much as possible for each worker and should, as far as possible be rotated.
- (d) The frequency of shift rotation should take account of the difficulties workers may have in adapting to night work and must not exceed four (4) consecutive shifts (patterns) unless by agreement with an employee.
- (e) The employer shall as far as possible and based on its operational requirements, schedule employees in line with a shift roster, as outlined in annexure A.

#### 10.6 Standby

10.6.1 Standby rosters **must be compiled on a week-on, week-off basis** according to operational requirements.

10.6.2 An employee shall not be placed on standby duty for more than two (2) consecutive weeks except by agreement, not exceeding four (4) consecutive weeks.

10.6.3 An *employee* who is required to be on standby during his daily or weekly rest period will be paid a standby allowance for every hour on standby as per applicable rate.

10.6.4 Transportation of employees who are called to work while on standby will be the responsibility of Transnet Port Terminals, unless otherwise agreed in line with re-imburements procedures.

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## 10.7 Call Outs

10.7.1 Time worked by an employee as a result of an *emergency* when called out for duty outside his normal working hours, is subject to the following minimum time payments:

- (a) For a period not exceeding three (3) hours = minimum payment of three (3) hours;
- (b) For a period exceeding three (3) hours = actual payment for the period on call outs.

10.7.2 These minimum time payments are subject to the following proviso:

- (a) That no higher payment shall be made for two or more periods of duty than what would have been made, if the employee had been continuously on duty for the overall period; and
- (b) Call-outs prior to commencement of the ordinary shift, which is less than three (3) hours shall be paid at the relevant rate, from the time that the employee departs from home for the callout to the time that the employee's ordinary shift starts.
- (c) Subject to sub-clause 10.7.2 (b) an employee shall be paid from the time of departure at home (subject to a radius of 50 km or less either way from its operations) until the completion of the work at the workplace, or until call out time runs into his normal shift, in which case call out time shall cease on arrival back home. Provided that the travel time from work after completion of call out work, to an employee's place of residence shall not exceed 30 minutes.

10.7.3 Transportation of employees on call out will be the responsibility of Transnet Port Terminals, unless otherwise agreed, in line with reimbursements procedures.

10.7.4 Where an employee is called out, performs any work on a Sunday and is credited with hours, as prescribed in Clause 10.7.1, such call-out time will be paid out at the rate applicable for Sunday work.

10.7.5 Where a portion of the work on a call out is performed and falls on a Saturday or Sunday, the hours worked on a Saturday or Sunday will be paid out at the rate applicable for the day worked.

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10.7.6 When an employee is called out after the completion of his normal shift and must work till after midnight, or if he is called out after midnight, he may, based on the merits of the case and local practice, be allowed reasonable time to rest during, his normal working time, without any loss of salary.

10.7.7 The rest period contemplated in clause 10.7.6 shall be for a maximum period, that is equivalent to half a shift.

10.7.8 The concession in 10.7.6 and 10.7.7 is exclusively aimed at allowing employee to return to his strength.

10.7.9 The rest time granted to the employee during his normal working hours must be recorded in the summary as Rest without loss of salary.

## 10.8 Overtime

10.8.1 The parties agree that employees will be required to work overtime per day or per *week* as rostered/as required **subject to a maximum** of sixty (60) hours per month for employees employed in an *operational function*. All other employees may be required to work a maximum of sixty (60) hours, should it be required. Overtime hours worked as a result of an *emergency* is excluded.

10.8.2 Overtime hours worked in terms of Clause 10.9.1 of this agreement shall include overtime hours worked on a Sunday and on a rest day. An employee who works *overtime* will be paid one and a half times the *straight time rate* for every hour of *overtime* worked.

10.8.3 Employees on income levels higher than the *overtime/ Sunday time ceiling* shall be paid overtime at the prevailing *overtime-ceiling/threshold* rate. The parties acknowledge that the current threshold is R224,080.48 per annum as determined by the Minister.

10.8.4 The *overtime* payable to all employees in the bargaining unit, below level G First Line Managers, Specialists and Technicians (FST) will be paid in accordance with the earnings threshold as contained in the Ministerial Determination and published in the Government Gazette, as and when amended but currently as per clause 10.9.3.

10.8.5 The overtime rate for all level G (FST) employees is determined in accordance with the Collective Agreement on Remuneration

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Principles in respect of First Line Managers, Specialists and Technicians.

10.8.6 Where employees are rostered to work overtime; such overtime shall be equitably distributed amongst the employees in the Terminal whenever it is reasonable and practical to do so.

10.8.7 Overtime may be averaged over a period of four (4) months where business needs so require.

10.8.8 Payment for overtime worked shall be made at the end of the following pay month during which overtime was worked.

10.8.9 In calculating payment, a fraction of an hour which is less than thirty minutes shall be disregarded while a fraction of an hour, which is thirty minutes or more, shall be regarded as an hour. The levelling up of odd minutes shall apply to the total overtime and Sunday time worked during any pay-month and not in respect of each separate hour of duty.

10.8.10 An employee, who has worked a period of authorised overtime or Sunday time for which the payment is due in terms of this paragraph, may subject to operational requirements, be granted on request the equivalent value in time off duty, without loss of normal salary during the ensuing two months in lieu of such overtime payments.

10.8.11 If, however, time off cannot be granted within two months, overtime shall be paid.

#### 10.9 Saturday and Sunday Time

10.9.1 All times worked on a Saturday will be remunerated at **time and a half (1.5) the normal rate** irrespective whether the employee has completed his normal 42.50 hours for that particular work week unless the person had been on suspension for discipline purposes.

10.9.2 All times worked on a Sunday will be remunerated at the rate of **double the normal time (2.0)** irrespective whether the employee has completed his normal 42.50 hours for that particular work week unless the person had been on suspension for discipline purposes.

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10.9.3 Employees on income levels higher than the overtime/Sunday time ceiling/ threshold shall be paid Sunday time at the Sunday time-ceiling rate unless another Collective Agreement applies or unless stated otherwise in this agreement.

#### 10.10 Meal Interval

10.10.1 Subject to the stipulations of this clause, employees who work continuously for more than 5 hours per day must have a meal interval of at least 30 continuous minutes.

10.10.2 The employees shall take meal intervals as envisaged in the provisions of the BCEA, subject to the employer's operational requirements.

10.10.3 Employee may be required or permitted to perform duties during a meal interval that cannot be left unattended, and which cannot be performed by another employee. In such instances where an employee has been requested to be available for work during a meal interval, the employee will be paid accordingly.

10.10.4 Where it is expected of an employee to work or to be available for work during an employee's meal interval, the meal interval will form part of the ordinary hours of work and an employee shall be entitled to payment.

10.10.5 The line manager requesting an employee to work or to be available for work during a meal interval, shall keep a written record of the reasons why the employee was expected to work during lunch period and why alternative work arrangements could not be utilised, which shall accompany proof of work during meal intervals.

10.10.6 Line managers should as far as possible avoid asking employees to work or be available for work during meal intervals.

#### 10.11 Daily Rest Periods

10.11.1 An employee must be allowed a daily rest period of at least twelve (12) consecutive hours between ending and recommencing of work.

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## 10.12 Weekly Rest Periods

10.12.1 Employees employed in an *operational job* will be granted scheduled rest periods as follows:

- a) Where possible, a weekly rest period of a minimum of thirty-six (36) hours which shall include a Sunday; or
- b) Where a Sunday has not been included as per clause 10.13.1., at least 48 consecutive hours during the week; or
- c) The weekly rest period is calculated from the scheduled/actual signing-off time to the scheduled/actual sign-on time of the employee.

## 10.13 Night Work

10.13.1 Due to the nature of Transnet Port Terminals operations, any employee employed in the operational environment will be required to perform night work on a regular basis.

10.13.2 Where an employee is required to perform work on a regular basis between the hours 18H00 and 06H00 the next day, the following will apply:

- (a) Such employees shall be informed verbally or in writing on entry to the grade and annually thereafter by the Risk Department:
  - (i) Health and Safety hazards associated with the work that the employee is required to perform; and
  - (ii) The employee's right to undergo a medical examination.
- (b) Employees/candidates will be subjected to medical examination on appointment and thereafter at their request or at appropriate intervals, but at least once every three (3) years. Transnet Port Terminals may refer an employee to a registered Occupational Health Practitioner / Medical Practitioner of its choice for the account of the Company and such a report shall be submitted to the Company.

10.13.3 Should an employee suffer from a health condition associated with the performance of night work and it is practicable to do so, reasonable efforts shall be made to transfer the employee, for a limited period, to suitable day work.

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10.13.4 An employee performing night work shall receive night shift allowance for every hour worked between 18H00 and 06H00 as agreed to from time to time.

10.13.5 Where employees are required to perform night work, management shall ensure that transport is available between the employees' workplace and the area in which they reside at the commencement and conclusion of the employees' shift in terms of the Act.

#### 10.14 Public Holidays

10.14.1 Transnet recognises all Public Holidays and will ensure that they are treated in terms of the Public Holidays Act.

10.14.2 The parties further agree that all Public Holidays will be considered as normal working days. Employees who are rostered to work on Public Holidays will be paid at double the normal rate of pay.

10.14.3 If a Public holiday falls on a day on which an employee would ordinarily have worked and the employee works on such public holiday:

(a) The employee will be paid the *wage* that he would ordinarily have received for work on that day plus his ordinary hourly rate for every hour actually worked on such *public holiday*, subject to a minimum of a day's pay.

(b) Hours in addition to or outside of the normal hours of his shift he would ordinarily have worked on such day, will be paid for at the normal overtime rate.

10.14.4 If an employee works on a public holiday on which the employee would not ordinarily have worked the employee will be paid at double the ordinary hourly rate.

10.14.5 Hours in addition to or outside of the normal hours of his shift will be paid for at the normal *overtime* rate.

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## 11. DISPUTE RESOLUTION MECHANISM

- 11.1 Any dispute regarding the interpretation or application of any of the clauses as contained in this agreement, will be dealt with under the dispute resolution mechanism of the *Bargaining Council*.

## 12. INDULGENCE

- 12.1 No relaxation or indulgence granted by either Party to the other shall be deemed to be a waiver of that Party's rights in terms hereof, nor shall any such relaxation or indulgence be deemed to be a novation or waiver of any of the terms and conditions of this Agreement.

## 13. NON-VARIATION AND WAIVER

- 13.1 The parties agree that any amendment, waiver or variation of any term of this agreement must be in writing and signed off by the parties to this agreement.

## 14. SIGN-OFF BY PARTIES

- 14.1. The parties acknowledge that this hasn't been an easy process but are committed to ensure that operational requirements are such that they respond to the changing world of operations especially, as per the request of employees, as demonstrated by results of Fatigue Management Studies and other imperatives.

- 14.2. All parties to this process understand and recognized the principle of freedom of association and other rights enshrined in our statutes, especially as they pertain to collective bargaining, in particular the International Labour Organization, key pillars of information sharing, consultation and negotiation.

- 14.3. To this end parties have resolved to enter into this agreement and its implementation with the sole purpose of ensuring that the spirit of engagement is preserved and honoured especially for employees, who have requested that this new working arrangement be implemented immediately.

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14.4. The parties therefore acknowledge that the said agreement will be the sole agreement at Transnet Port Terminals and no other working arrangement will be recognized outside of the 12-hour regime as set out in clause 10.2 (Regulation of Working Hours) and its underlying principles.

### 15. OUSTANDING ISSUES


15.1 The parties agree that the following outstanding issues shall be addressed by a joint task team between the parties:

15.1.1 Manning levels for other positions, such as DAV's (driver articulated vehicle) etc.

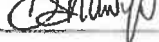
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CAROLINE MAYEZA  
GM PEOPLE MANAGEMENT

  
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For and on behalf of  
**TRANSNET PORT TERMINALS**  
  
Jabu Mdaki  
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(Full name)  
**TPT CE**  
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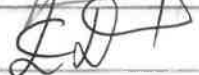
As witnesses:

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DATED at Johannesburg on this 14 day of July 2022.

  
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(Signature)  
For and on behalf of UNTU  
John Pereira  
\_\_\_\_\_  
(Full name)  
Dep General Secretary  
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As witnesses

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As witnesses:

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*P L D A*

4 Shift Patterns



| Option | Shift | Week 1 |     |     |     |     |     |     | Week 2 |     |     |     |     |     |     | Week 3 |     |     |     |     |     |     | Week 4 |     |     |     |     |     |     | Total per week | Average per shift | Total Staff | Per shift |
|--------|-------|--------|-----|-----|-----|-----|-----|-----|--------|-----|-----|-----|-----|-----|-----|--------|-----|-----|-----|-----|-----|-----|--------|-----|-----|-----|-----|-----|-----|----------------|-------------------|-------------|-----------|
|        |       | Mon    | Tue | Wed | Thu | Fri | Sat | Sun | Mon    | Tue | Wed | Thu | Fri | Sat | Sun | Mon    | Tue | Wed | Thu | Fri | Sat | Sun | Mon    | Tue | Wed | Thu | Fri | Sat | Sun |                |                   |             |           |
| Team 1 | Work  | 1      | 1   | 1   | 1   | 1   | 1   | 1   | 1      | 1   | 1   | 1   | 1   | 1   | 1   | 1      | 1   | 1   | 1   | 1   | 1   | 1   | 1      | 1   | 1   | 1   | 1   | 1   | 1   | 28             | 28                | 28          | 28        |
|        | 1.50  |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |                |                   |             |           |
|        | 2.00  |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |                |                   |             |           |
| Team 2 | Work  |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |                |                   |             |           |
|        | 1.50  |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |                |                   |             |           |
|        | 2.00  |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |                |                   |             |           |
| Team 3 | Work  |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |                |                   |             |           |
|        | 1.50  |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |                |                   |             |           |
|        | 2.00  |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |                |                   |             |           |
| Team 4 | Work  |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |                |                   |             |           |
|        | 1.50  |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |                |                   |             |           |
|        | 2.00  |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |        |     |     |     |     |     |     |                |                   |             |           |

06:00 to 18:00 day shift  
 18:00 to 06:00 night  
 Rest  
 Rest days

Avg 14

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*zenmadotyeni*

*P. V. S.*  
*L. D. A.*