

CONTENTS

Chapter 1 : Executive Summary	1
1.1 Profile of Collective Agreements Distribution	3
1.2 Salary Structure, Salary Adjustment, Bonus & Productivity or Performance Elements	4
1.3 Terms of Employment	10
1.4 Allowances & Benefits	24
1.5 Leaves Entitlement	52
1.6 Industrial Court Awards	66
Chapter 2 : Analysis Methodology	67
2.1 Data Collection & Data Analysis	69
2.2 Data Classification & Data Presentation	69
2.3 Interpretation of Analysis Results	70
2.4 Terms Used in the Analysis	72
Chapter 3 : Profile of the Analysis of Collective Agreements (CAs)	73
3.1 Collective Agreements (CAs) Distribution - by Union	75
3.2 Collective Agreements (CAs) Distribution - by Industry	76
3.3 Collective Agreements (CAs) Distribution - by Location	77
Chapter 4 : Salary Structure, Salary Adjustment, Bonus & Productivity or Performance Elements	81
4.1 Salary Structure	83
4.2 Salary Adjustment	84
4.3 Bonus	91
4.4 Productivity or Performance Elements in Collective Agreements (CAs)	97
Chapter 5 : Terms of Employment	133
5.1 Probation Period	135
5.2 Working Days per Week	138
5.3 Working Hours per Week	140
5.4 Shift Cycles	142
5.5 Friday Prayers (Excluding Lunch Hour)	143
5.6 Rest Day	145
5.7 Public Holidays Gazetted by Federal and State Governments	146
5.8 Overtime (OT) Rate	148
5.9 Retrenchment & Retrenchment Benefits	154
5.10 Retirement Age & Retirement Benefits	162

Chapter 6 : Allowances & Benefits	267
6.1 Shift Allowance	269
6.2 Overtime Meal Allowance	276
6.3 Meal Allowance	278
6.4 Fixed Transport Allowance	280
6.5 Outstation Allowance	282
6.6 Acting Allowance	287
6.7 Transfer Allowance	292
6.8 Uniform & Shoes Allowance	294
6.9 Laundry Allowance	296
6.10 Housing Allowance	298
6.11 Special Relief Allowance	300
6.12 Cost of Living Allowance	302
6.13 Attendance Allowance	304
6.14 Funeral Expenses	306
6.15 Mileage Reimbursement	308
6.16 Insurance	312
6.17 Maternity Benefits	318
6.18 Marriage Benefits	320
6.19 Compassionate Benefits	322
6.20 Calamity Benefits	324
6.21 Loans/Advances	326
6.22 Employees Outpatient Benefits	336
6.23 Employees Hospitalisation Benefits	340
6.24 Employee Dependants Medical Benefits	344
6.25 Employees Dental Benefits	349
6.26 Employee Dependants Dental Benefits	351
6.27 Employees Optical/Spectacle Benefits	353
6.28 Employee Dependants Optical/Spectacle Benefits	355
Chapter 7 : Leaves Entitlement	553
7.1 Paid Annual Leave	555
7.2 Paid Sick Leave	558
7.3 Paid Prolonged Illness Leave	562
7.4 Paid Maternity Leave	567
7.5 Paid Paternity Leave	568
7.6 Paid Marriage Leave	570
7.7 Paid Bereavement/Compassionate Leave	572
7.8 Paid Calamity Leave	578
7.9 Paid Trade Union Leave	580
7.10 Paid Study/Examination Leave	582
7.11 Paid Pilgrimage/Haj Leave	584
7.12 Paid Industrial Accident Leave	586

Chapter 8 : Analysis of Industrial Court Awards on Terms & Conditions of Employment 671

8.1	Profile of Industrial Court Awards	673
8.2	Types of Industrial Court Awards	674
8.3	Across-the-Board Salary Adjustment - Decided by Court Awards	675
8.4	Across-the-Board Salary Adjustment - Consent Awards	675

Chapter 9 : Industrial Court Awards : Other Articles in Dispute Before Industrial Court 685

9.1	Award No. 301 of 2021	687
9.2	Award No. 424 of 2021	689
9.3	Award No. 1005 of 2021	697
9.4	Award No. 1203 of 2021	699
9.5	Award No. 1216 of 2021	701

Chapter 10 : Salary in CAs 2021 707

10.1	Association/NGO/Trade Union	709
10.2	Automotive/Transport Parts Manufacturing & Assembling	710
10.3	Banking/Finance/Holdings & Investment/ Insurance	715
10.4	Basic & Fabricated Metallic Products Manufacturing	717
10.5	Beverage/Drink Products Manufacturing	720
10.6	Cement Manufacturing	722
10.7	Chemical Products Manufacturing	723
10.8	Club	725
10.9	Commercial/Trading/Wholesale/Distributors	727
10.10	Electrical/Electronics	732
10.11	Food Products/Tobacco	736
10.12	Hotel/Restaurant	741
10.13	Machinery & Engineering	745
10.14	Medical & Health Services	746
10.15	Non-Metallic Mineral Products Manufacturing	747
10.16	Paper/Timber/Wood Products	749
10.17	Petroleum/Chemical	751
10.18	Plantation/Agricultural	755
10.19	Port/Logistics/Warehouse Services	756
10.20	Rubber/Plastic Manufacturing	763
10.21	Telecommunication Services	764
10.22	Transportation Services	765
10.23	Utilities	768

List of CAs 2021

- by Company	773
- by Union	779
- by Industry	785
- by Location	791

List of Unions	797
-----------------------------	------------