

# Demo Creche

## EMPLOYMENT CONTRACT

(BCEA Section 29 Compliant)

This Employment Contract is entered into between:

### 1. THE EMPLOYER

Company Name:	Demo Creche
Physical Address:	123 Demo Street, Johannesburg, Gauteng, 2000
Contact Number:	0110000000
Email:	demo@creche.example

### 2. THE EMPLOYEE

Full Name:	Sarah Johnson
ID Number:	850101 5800 0 88
Contact Number:	0821234567
Email:	sarah@example.com

### 3. EMPLOYMENT DETAILS

Job Title:	As per job description
Department:	teaching
Employment Type:	Permanent Employment
Commencement Date:	4 January 2026
Place of Work:	123 Demo Street, Johannesburg

### 4. WORKING HOURS

Hours per Week:	45 hours (standard)
Work Schedule:	Monday to Friday, 08:00 - 17:00
Overtime may be required from time to time in accordance with the Basic Conditions of Employment Act.	

### 5. REMUNERATION

Basic Salary:	R 18 000.00
Pay Frequency:	Monthly
Payment Method:	Electronic Fund Transfer (EFT)
Bank:	FNB
Account Number:	*****3210
Branch Code:	250655

### 6. STATUTORY DEDUCTIONS

The following statutory deductions will be made from the Employee's salary:

- Pay As You Earn (PAYE) as per SARS tax tables
- Unemployment Insurance Fund (UIF) contributions
- Skills Development Levy (SDL) where applicable

Other deductions may only be made with the Employee's written consent.

## **7. LEAVE ENTITLEMENT**

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The Employee is entitled to the following leave in accordance with the BCEA:

- Annual Leave: 21 consecutive days (15 working days) per annual leave cycle
- Sick Leave: 30 days over a 3-year cycle (10 days per year)
- Family Responsibility Leave: 3 days per year
- Maternity Leave: 4 consecutive months (unpaid, as per BCEA)
- Public Holidays: As gazetted by the government

## **8. NOTICE PERIOD**

Either party may terminate this contract by giving one (1) calendar month's written notice, or payment in lieu thereof. The Employer may terminate employment without notice in cases of gross misconduct as defined by the Labour Relations Act.

## **9. PROBATION PERIOD**

The first 3 (three) months of employment shall constitute a probationary period, during which the Employer may terminate the contract with one week's notice if the Employee's performance is unsatisfactory.

## **10. GENERAL PROVISIONS**

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- The Employee agrees to abide by all company policies and procedures.
- The Employee shall not disclose confidential information during or after employment.
- This contract is governed by the laws of the Republic of South Africa.
- Any disputes shall be resolved in accordance with the Labour Relations Act.

## **11. PROTECTION OF PERSONAL INFORMATION**

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The Employee consents to the Employer processing their personal information for employment purposes in compliance with the Protection of Personal Information Act (POPIA).

## **ACKNOWLEDGEMENT AND ACCEPTANCE**

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By signing below, both parties acknowledge that they have read and understood the terms of this Employment Contract and agree to be bound by its provisions.

### **FOR THE EMPLOYER:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

### **THE EMPLOYEE:**

Signature: \_\_\_\_\_

Name: Sarah Johnson

ID Number: 850101 5800 0 88

Date: \_\_\_\_\_