

STATISTICS MAURITIUS LABOUR SECTION

CONFIDENTIAL

Survey of Employment and Earnings March 2016 (including quarterly questionnaire)

Notes:-

The term "Employees" covers all persons in regular or casual employment, including salaried managers, pieceworkers, family workers in receipt of salaries/wages and paid apprentices. Those who were temporarily absent on paid sick or vacation leave should be included.

In case of any difficulty in completing the questionnaire, please contact the **Labour Section** of the Statistics Mauritius, Port-Louis (Tel No. 208-1800 and 210-8094, Fax No. 213-0234)

		SECTION	I – GENERAI	L						
(1)	Code No:									
(2)	Registered Name of Enterprise/Employer:									
(3)	Trading Name of Establishment/Employer:									
(4)	Postal Address:									
(5)	Address of establishment:		om postal address)							
(6)	Description of main activity:									
	If Registered/Trading Name of shown above, please amend acc	=	ablishment or P	ostal Address	is not correctly					
(7)	For establishments filing a	return for th	e first time:							
(<i>i</i>)	Business Registration Number:									
(ii)	TAN No.: VAT No.:									
(iii)	Date on which establishment started operating:									
(8)	Area under cultivation				er in acres or hectares)					
(9)	Total number of employees who were paid for the last Thursday of March 2016 Note: Workers in casual employment who worked on that day and regular employees on paid sick or vacation leave on that day should be included.									
		Male	Female	Total						
	Mauritians									
	Foreigners									
	Outworkers									
	Note: Outworkers are piece-workers em	ployed by the establ	lishment but working	in their own hom	es.					
(10)	Foreign Workers for March 2016									
	Category of worker	Male	Female	Total	Earnings (Rs)					
	Managers									
	Other workers (excl. Managers)									

Note: Earnings comprise basic salaries/wages, bonuses, regular allowances, travelling and overtime pay. Exclude irregular allowances and arrears.

SECTION II TO VI: EMPLOYMENT AND EARNINGS BY DIFFERENT RATES OF PAY - MARCH 2016

EMPLOYMENT AND EARNINGS		SECTION II Employees on Monthly Rates of Pay at the End of March (See note 1)	SECTION III Employees on Daily Rates of Pay as per Last Payroll for March (See note 2)		SECTION IV Employees on Piece Rates of Pay as per Last Payroll for March (See note 3)		SECTION V Employees on Hourly Rates of Pay as per Last Payroll for March (See note 4)		-	SECTION VI Employees on Other Rates of Pay as per Last Payroll for March (See note 5)	
Number of Employees appearing on payroll in March	Male	B 1		C 1		D 1			E 1		F 1
(Mauritian only)	Female	В 2		C 2		D 2			E 2		F 2
Note: Outworkers should not be included	TOTAL										
2. GROSS CASH SALARIES/WAGES (See note 6)		Rupees For Office Use	Rupees	For Office Use	Rupees	For Office Use	Rupees	For Office U	Jse	Rupees For Office	e Use
(i) Salaries/Wages (Basic pay + cost of living allowance)		В 3		C 6		D 6			E 6		F 6
(ii) Overtime pay		В 4		C 7		D 7			E 7		F 7
(iii) Productivity bonuses, commissions, travelling and other allowances which are <i>regularly</i> paid at to of each month/pay period	he end	B 5		C 8		D 8			E 8		F 8
(iv) Other payments which are <i>not regularly</i> made every month/pay period e.g. any end of year and s bonuses paid at the end of March (excluding end of service gratuities, retirement and severance all		В 6		C 9		D 9			E 9		F 9
(v) End-of-service gratuities, retirement and severance allowances		В 7		C 10		D 10			E 10		F 10
(vi) Arrears, if any, paid in respect of adjustment of payments (e.g. salaries, wages, overtime, etc.) for months/pay periods	previous	B 8		C 11		D 11			E 11		F 11
TOTAL GROSS CASH SALARIES/WAGES											
3. (i) Period covered by last payroll in March in respect of employees in sections III to VI			From	to	From	.to	From	.to		Fromto	
(ii) Number of working days or hours (excluding overtime) during above pay period as in 3 (i) above			Days Man-days :	C 4	Days Man-days :	D 4	Hours Man-hours:		E 4	Days or hours	F 4
(iii) Total number of man-days or man-hours paid (nombre de journées ou d'heures payées) excluding overtime hours worked, in respect of employees mentioned in 1 for payroll period in 3(i) above (see note 7)					(normal working	days)	(excluding overti	ime hours)		(excluding overtime hours)	
			Man-days:	C 3	Man-days:	D 3	Man-days or man		E 3	Man-days or man-hours:	F 3
(iv) Number of absences not paid during above pay period in respect of employees mentioned in 1 above				C5	Man-days.	D 5	ivian-days of man		E 5	Man-days of man-nours.	F 5
			Man-hours		Man-hours:		Man-hours:			Man-hours:	
(v) Number of overtime hours worked during the payroll period in 3 (i) above				C 12		D 12			E 12		F 12

GENERAL NOTES

All employees, **except Non-Mauritians and outworkers**, of the establishment should be reported in any of the sections II, III,IV, V and VI.

- 1. (i) Includes all employees whose pay are based on monthly rates.
 - (ii) Excludes all employees whose pay are calculated on other than monthly rates (e.g. weekly, daily, hourly, piece). Such employees should be excluded from this section even if they receive their pay once monthly.
- (iii) Retired persons who are not working and who are receiving a pension should be excluded even if their names appear on the payroll.
- 2. (i) Includes all employees who were *exclusively* on daily rates of pay during the last payroll period in March. Such employees should be included here even if they receive their pay once monthly.
 - (ii) All other employees are to be excluded from this section.
 - (iii) Employees, who during the pay period, worked partly on daily rates and partly on other rates (e.g. piece-rates) are to be included in Section VI.
- 3. (i) Includes all employees who were *exclusively* on piece rates of pay during the last payroll in March. Such employees should be included here if they receive their pay once daily or monthly.
- (ii) Employees who, during the pay period, worked partly on piece rates and partly on other rates (e.g. hourly rates) are to be included in Section VI.

- 4. (i) Includes all employees who were *exclusively* on hourly rates of pay during the last payroll in March. Such employees should be included here even if they receive their daily or monthly pay.
 - (ii) Employees who, during the pay period, worked partly on hourly rates and partly on other rates are to be included in Section VI.
- 5. Includes all employees appearing on the last payroll for March, and not included in Sections II, III, IV, and V (e.g. employees who during the pay period worked under a mixture of different schemes).
- Gross cash salaries/wages paid in March to employees reported in 1 above.

 Total Gross Cash salaries/wages refer to the gross cash pay before any deductions such as taxes, pension scheme contributions paid by employees etc.
- 7. (i) Man-days paid = Total No. of days paid to employees during period covered by payroll (including No. of days paid but not worked e.g. paid leave, paid public holidays, ets.)
 - (ii) Man-hours paid = Total No. of hours paid to employees during period covered by payroll (including No. of hours paid but not worked e.g. paid leave, paid public holidays, etc.) Overtime hours should be excluded.

SECTION VII

1. JOB VACANCIES AS AT LAST THURSDAY OF MARCH 2016 List the types of jobs for which the firm requires labour. Wage rate being Is the rate paid Number of job vacancies offered for the job per month/ Job Title Either Male Male Female Male Either Male day/hour or Female only only or Female only only or Female on piece-rate? LABOUR TURNOVER, APRIL 2015 to MARCH 2016 Mauritian **Foreigners** Male Female Male Female 1. New recruits due to expansion IN 2. New recruits due to replacement 1. Layoff (termination of employment initiated by employer) 2. Retirement OUT 3. Resignation 4. Other 3. INFORMATION & COMMUNICATION TECHNOLOGY (Please tick where appropriate) (a) Does your establishment have ? Yes No (i) Computer(s) (iii) Internet/E mail Yes (ii) Website Yes No (iv) Intranet Yes \square No (b) Does your establishment receive orders over the internet?...... Yes No [No 4. TYPE OF LEGAL ORGANISATION (Please tick where appropriate) (a) Incorporated enterprise (i) Corporation (iii) Limited liability partnership (ii) Co-operatives (iv) Non-profit organisation (b) Un-incorporated enterprise Note:-(a) Incorporated enterprise Corporations - These are legal entities that are incorporated for the purpose of producing goods and services for the market with the objective of making profits and are collectively owned by shareholders who have the authority to appoint directors responsible for their general management. Co-operatives - These are incorporated legal entities in which each owner has an equal share of ownership. Limited liability partnerships - These are incorporated legal entities in which the partners are both owners and managers and have legally limited liability. Non-profit institutions - These are incorporated legal entitites that are set up for the purpose of producing goods and services, but their profits cannot be the source of income for the units that own them. (b) Un-incorporated enterprise - These units are set up for producing goods or services which are not incorporated as legal entities

separately from their owners. They may include public agencies which are part of general government or sole proprietorships and

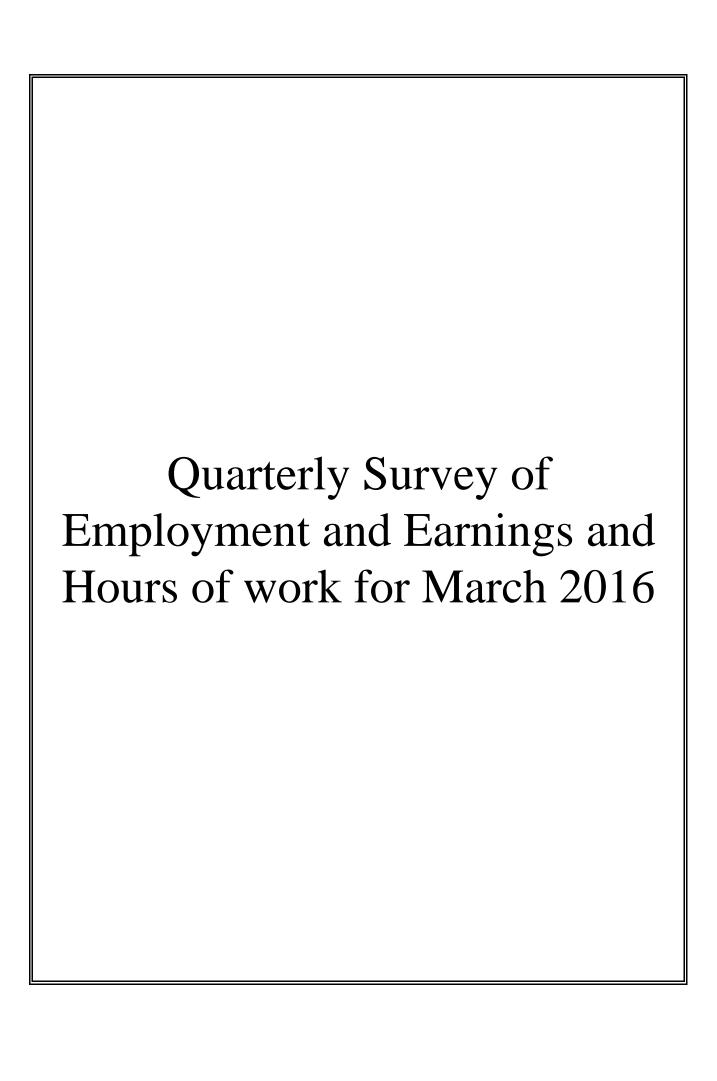
(iii) Foreign Controlled

(ii) National Private

partnerships owned by households.

(i) Public \square

5. TYPE OF OWNERSHIP (*Please tick where appropriate*)



SECTION II - EMPLOYMENT, EARNINGS AND HOURS OF WORK - MARCH 2016

0 1			Normal hours			UNPAID absences		Regular allowances	Overtime payments	
Occupation		of working	of work per	working days			(see note 4)	(see note 5)		hours worked
Code	OCCUPATION (MAURITIAN WORKERS ONLY)	days per week	week	covered by	(Mauritians	man-hours)				(see note 6)
	(see note 1)		(see note 2)	payroll	only)	(see note 3)	Rs	Rs	Rs	
A	В	С	D	Е	F	G	Н	I	J	K

PLEASE ENTER COMMENTS ON ABOVE FIGURES ON BACK PAGE OF THE QUESTIONNAIRE

EXPLANATORY NOTES

In case where payrolls are less than a month, the required data should relate to the last payroll in March 2016.

Non- Mauritians, outworkers and apprentices should be excluded

- 1. The data supplied should relate to **mauritian** employees in the specific occupations mentioned. If an occupation does not exist, it should be replaced by another occupation as similar as possible to the one mentioned in the form.
- 2. Normal hours of work per week (after which overtime conditions apply) is to be supplied for each occupation.
- 3. Figures in Column G should include *unpaid absences* (in days or hours) for all employees in each of the listed occupations *except those paid on monthly rates*.

- 4. Basic salaries/ wages refer to the total salaries/ wages (including cost of living allowance) paid to all employees in the specified occupation.
- 5. Regular allowances include bonuses, commissions, travelling and other allowances which are *regularly* paid at end of each pay period. <u>Exclude</u> arrears and any irregular allowances.
- 6. The total number of overtime hours corresponding to the payments made in column J for each occupation should be inserted in column K. In case this information is not available, an indication of the mode of payment for extra work is to be given in column K. For example, whether it is 1.5 times or twice the basic rate.

COMMENTS ON FIGURES

If the figures you provided on this questionnaire are significantly different from figures submitted for December 2015, please provide comments below.

Examples:	(a)	Decrease in the number of employees in specific occupation is due to: (i) redundancies						
		(ii) transfer to another promotion, etc.						
	(b)	Decrease in the salaries in an occupation due to promotion, or departure of employees with higher salaries.						
	(c)	Increase in salaries across all or some occupations due to adjustments in basic wages/salaries or new incentive measures as from(please state the date)						



SECTION VIII DISTRIBUTION OF FULL TIME WORKERS BY MONTHLY BASIC WAGES, MARCH 2016

Monthly wage range (Rs)	I	Mauritian	Foreign				
(Basic wages+compensation only)	No of workers	Amount paid (Rs)	No of workers	Amount paid (Rs)			
Less than 3,500							
3,501 - 4,000							
4,001 - 4,500							
4,501 - 5,000							
5,001 - 6,000							
6,001 - 7,000							
7,001 - 8,000							
8,001 - 9,000							
9,001 - 10,000							
10,001 - 11,000							
11,001 - 12,000							
12,001 - 13,000							
13,001 - 14,000							
14,001 - 15,000							
15,001 - 20,000							
20,001 - 25,000							
25,001 - 30,000							
30,001 - 35,000							
35,001 - 40,000							
40,001 - 50,000							
50,001 - 60,000							
60,001 - 70,000							
70,001 - 75,000							
75,001 - 100,000							
100,001 - 200,000							
200,001 and over							
Total							

Note: Monthly wage refers to Basic wages + Compensation but excludes arrears, overtime and all other allowances

Person to be contacted for queries or further information about this questionnaire:					
Mr/Miss/Mrs:					
(Name)	(Status in business)				
Phone No.:					
Date:					
E-mail address:	Signature				