

REGULATIONS MADE IN TERMS OF

Shop Hours Ordinance 15 of 1939

section 18

Regulations framed under the Shop Hours

and Shop Assistants Ordinance, 1939

Government Notice 133 of 1939

([OG 804](http://www.lac.org.na/laws/1958/og804.pdf))

came into force on date of publication: 1 August 1939

The name of the underlying Ordinance was changed from the “Shop Hours and Shop Assistants Ordinance” to the “Shop Hours Ordinance” by the Conditions of Employment Act 12 of 1986.

ARRANGEMENT OF REGULATIONS

[The individual regulations have no headings.]

SCHEDULE A: Stocktaking; Overtime Register

SCHEDULE B: Attendance Register

SCHEDULE C: Annual Leave of Absence

**1.** In these regulations the expression “the Ordinance” shall mean the Shop Hours and Shop Assistants Ordinance, 1939 (Ordinance No. 15 of 1939).

**2.** The register referred to in sub-section (2) of section *eight* of the Ordinance shall be in the form set out in Schedule “A” hereto.

**3.** The attendance register referred to in paragraph (a) of sub-section (1) of section *nine* of the Ordinance shall be in the form set out in Schedule “B” hereto.

**4.** The register referred to in sub-section (6) of section *fourteen* of the Ordinance shall be in the form set out in Schedule “C” hereto.

**5.** All entries prescribed by the Ordinance or by any regulation framed thereunder shall be made either in ink or in indelible pencil.

SCHEDULE A

STOCKTAKING: OVERTIME REGISTER

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Assistant. | Date of Notice of Stocktaking. | Day and Date of Overtime employed on Stocktaking. | Hours | | Total hours  per day. | Total hours  per annum. | *Remarks* | | |
| from | to | Assistant. | Employer. | Shop Inspector. |
|  |  |  |  |  |  |  |  |  |  |

SCHEDULE B

ATTENDANCE REGISTER

NAME OF ASSISTANT:

MONTH: YEAR:

ENTRIES TO BE MADE BY ASSISTANT:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date and Day of week. | Signatures. | Time of commencing work. | Meal times. | | | | | | Time of Finishing work. | Total number of hours. | | *Remarks* (if any). | | |
| Morning | | Midday | | Evening | |
| Off | on | Off | on | Off | on | Each Day | Each Week | Assistant. | Employer. | Shop Inspector |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

SCHEDULE C

ANNUAL LEAVE OF ABSENCE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Assistant's Name. | Date of Entry. | Period of Leave. | | *Remark*s. | | |
| From | To | Assistant. | Employer. | Shop Inspector. |
|  |  |  |  |  |  |  |