

PERIODIC EMPLOYMENT RECORD OF NON-RESIDENT WORKER¹
(SAMPLE)

1. Non-resident Worker's Information

| | | | | | |
|--|--|---|---|--|---|
| Name | | Sex | <input type="checkbox"/> Male <input type="checkbox"/> Female | Date of Birth | <u> </u> (day/month/year) |
| Identity Document | No. of Passport/Other Travel Document of Non-resident Worker: | Date of Issue: | | Issuing Authority: | |
| | No. of Non-resident Worker's Identification Card: | <u> </u> (day/month/year) | | <u> </u> (day/month/year) | |
| Residential Address | | | | Contact No. | |
| Date of Admission | | | | Professional Grade/Function | |
| Normal Working Hours | <u> </u> hour(s) per day | | <u> </u> hour(s) per week | | |
| | Subject to working time schedule | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Night Work and/or Shift Work² | <input type="checkbox"/> Night Work: | <input type="checkbox"/> With additional remuneration | | <input type="checkbox"/> Without additional remuneration | |
| | <input type="checkbox"/> Shift Work: | <input type="checkbox"/> With additional remuneration | | <input type="checkbox"/> Without additional remuneration | |
| Expiry Date of Employment Permit: <u> </u> (day/month/year) | | | | Contract Maturity Date: <u> </u> (day/month/year) | |

2. Regular Remuneration Record

| | | |
|--|---|---------------------------|
| Period Corresponding to Remuneration Received³ | From <u> </u> (day/month/year) to <u> </u> (day/month/year) | |
| Remuneration⁴ | Item⁵ | Amount⁶ |
| | (1) | |
| | (2) | |
| | (3) | |
| Deduction⁷ | Item⁸ | Amount |
| | (1) | |
| | (2) | |
| | (3) | |
| Gross Income | Total Deductions | Net Income |
| | | |

¹ According to Article 20 of Law No. 21/2009 (Law for the Employment of Non-resident Workers) and Article 13 of Law No. 7/2008 (Labour Relations Law), the employer is obliged to keep a record of non-resident worker's data in book, data cards or information system.

² Column can be deleted if night work and/or shift work not included.

³ Please indicate exact dates by which employer calculates non-resident worker's remuneration in space provided.

⁴ Remuneration includes 'basic remuneration' and 'variable remuneration'. Thus, whether remuneration is basic or variable, both should be included in receipt (See Article 20 of Law for the Employment of Non-resident Workers and Paragraph 1 of Article 58, Subparagraph 5 of Paragraph 6 of Article 63 of Labour Relations Law).

⁵ Please indicate category of remuneration employer pays non-resident worker, such as basic wage, overtime remuneration (please specify number of overtime working hours) and 13th month pay in space provided.

⁶ Please indicate amount of remuneration, to be paid in patacas (See Article 20 of Law for the Employment of Non-resident Workers and Paragraph 4 of Article 63 of Labour Relations Law) in space provided.

⁷ Deductions from non-resident worker's remuneration by employer are permitted under following circumstances (See Article 20 of Law for the Employment of Non-resident Workers, Paragraph 1 of Article 64 of Labour Relations Law, and Articles 17 and 41 of Law for the Employment of Non-resident Workers):

- 1) Deductions prescribed by law or by final judicial decision (e.g. monthly deduction of professional tax);
- 2) Deductions for damages caused by non-resident worker to employer, by final judicial decision;
- 3) Deductions for compensation non-resident worker owes employer for termination of contract per Paragraph 5 of Article 72 of Law No. 7/2008 Labour Relations Law;
- 4) Deductions for absence from work;
- 5) Deductions for damages caused by fault of non-resident worker regarding property, equipment or utensils of employer;
- 6) Advance payments on account of remuneration.

In addition, the above-mentioned deductions under Items 5 to 6 shall not, either separately or accumulatively, exceed one-sixth of basic remuneration payable to non-resident worker.

⁸ Please indicate category of deduction that law permits employer to deduct from non-resident worker's remuneration.

3. Other Periodic Record

| | |
|--|---|
| Period Corresponding to Following Information | From _____ (day/month/year) to _____ (day/month/year) |
| Annual Leave | Leave taken during abovementioned period: _____ day(s) |
| Absence from Work | <input type="checkbox"/> Justified absence: _____ day(s) Reason: _____ _____ ⁹ |
| | <input type="checkbox"/> Unjustified absence: _____ day(s) Reason: _____ _____ ¹⁰ |
| | <input type="checkbox"/> Paid absence for sickness or accident: _____ day(s) |
| Occupational Accident and Disease | <input type="checkbox"/> Occupational accident <input type="checkbox"/> Occupational disease Brief description of incident: _____ _____ |
| | _____ |
| Others¹¹ | _____ _____ |

⁹ Please indicate reason of justified absence in space provided; following considered justified absences (See Article 20 of Law for the Employment of Non-resident Workers and Paragraph 2 of Article 50 of Labour Relations Law):

- 1) Three consecutive working days for death of employee's spouse or parent or a relative within first degree of consanguinity;
- 2) Six consecutive working days for marriage;
- 3) Two working days for reasons of paternity or adoption;
- 4) Twelve working days for father if mother dies in childbirth or during maternity leave;
- 5) Due to pressing need to provide assistance to a member of his/her household, subject to a maximum of twelve working days per calendar year;
- 6) Due to occupational accident or disease;
- 7) Due to accident or sickness, subject to a maximum of thirty consecutive days or forty-five non-consecutive days per calendar year;
- 8) Maximum of three months for disease related to pregnancy, confinement or involuntary abortion;
- 9) For reasons outside employee's control; in particular, reasons of force majeure or complying with legal obligations;
- 10) For participation in work-related examinations on his/her own initiative;
- 11) Other absences approved by employer in advance or subsequently;
- 12) Due to other circumstances defined by law as appropriate.

¹⁰ Please indicate reason of unjustified absence in space provided; all periods of absence not provided for in aforementioned Paragraph considered unjustified absences (See Article 20 of Law for the Employment of Non-resident Workers and Paragraph 3 of Article 50 of Labour Relations Law).

¹¹ Please indicate data provided by non-resident worker, in particular contributing to protection of non-resident worker's interests.

Employer or his/her representative:

Name _____

Position _____

(Signature and Stamp)

Date: (day/month/year)