

Example : Piece-rated Employee

Cheong Sam is a local worker employed as a garment worker and paid by unit of work, with MOP\$500 food allowance. Her working status in September 2021 is shown as follows:

1. Enjoyed a mandatory holiday on 22nd September;
2. Worked on weekly rest day on 9th September, and worked overtime for 2 hours;
3. Annual leave for 4 days from 3rd to 6th September;
4. Absence with just cause (sickness) for 2 days from 18th to 19th September;
5. Applied for leave for personal reasons for 20th September, approved by employer.

Pay Slip* (Completed Sample)

Employer's Information	Name: XYZ Garment Factory Limited	Contact No.: 63456789
	Office Address: No. 3 Macao Road	
Employee's Information	Name: Cheong Sam	Position: Garment Worker
	Social Security Fund Beneficiary No.: 34567/2008	
	Taxpayer No.:4567/2008	
Period Corresponding to Remuneration Received ¹	1 st September 2021 to 30 th September 2021	

Remuneration	Item	Amount(MOP\$)
	(1) Basic Wage (paid by unit of work, 20 days) ²	6,000.00
	(2) Food Allowance ³	500.00
	(3) Overtime Remuneration (2 hours) ⁴	90.00
	(4) Extra Remuneration for Work on Weekly Rest Day (1 day, 9 th September) ⁵	316.70
	(5) Mandatory Holiday (On 22 nd September Mandatory Holiday) ⁶	300.00
	(6) Annual leave (4 days, 3 rd to 6 th September) ⁶	1200.00
	(7) Absence with Just Cause (Sickness) (2 days, 18 th to 19 th September) ⁶	600.00

Total Remunerations : 9,006.70

Deduction	Item	Amount(MOP\$)
	(1) Loss of Food Allowance due to the Employee's Application for Leave for Personal Reasons (1 day, 20 th September) ⁷	16.70

Total Deductions : 16.70

Gross Income	Total Deductions	Net Income
9,006.70	16.70	8,990.00

* Please pay attention to 'Notes' on reverse when completing receipt.

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Notes

1. The last day of each month for the calculation of basic remuneration agreed between the employer and the employee is the due day for payment.
2. Employee Cheong Sam worked 20 days in September and is paid according to actual output (normal remuneration for performance of work on weekly rest day on 9th September is included).
3. The food allowance is considered part of the basic remuneration.
4. Overtime work means work performed beyond normal working hours. Requested in advance by the employer and with the consent of the employee, the employee worked 2 hours overtime (normal working hours are 8 hours each day, but the employee worked 10 hours that day). The employee is entitled to receive the normal remuneration for overtime work plus an increase of twenty per cent.

Based on this example, the piece-rated employee worked 2 hours overtime, the related overtime remuneration is calculated according to the normal remuneration for overtime work performed for the 2 hours (assuming that it is MOP\$75), so the remuneration for 2 hours of overtime work is MOP\$90 (MOP\$75 + MOP\$75 x 20%).

5. The employee worked on weekly rest day of her own accord with an agreement record. As the employee was unable to enjoy the compensatory day of rest within 30 days following the performance of work, she is entitled to receive the normal remuneration for work performed (such normal remuneration is already included in the basic remuneration) plus an additional day's basic remuneration.

Based on this example, the employee's remuneration includes the part calculated according to actual output (unit of work) and a fixed monthly food allowance. The extra basic remuneration is calculated according to the basic remuneration of the previous 3 months (i.e. June to August). Assuming that the basic remuneration was MOP\$7,500 (25 days of work), MOP\$7,500 (25 days of work) and MOP\$7,800 (26 days of work) respectively, the average daily remuneration is MOP\$316.70 $\left[\frac{(\text{MOP\$7,500} + \text{MOP\$7,500} + \text{MOP\$7,800})}{(25 \text{ days} + 25 \text{ days} + 26 \text{ days})} \right]$ plus food allowance (MOP\$500/30 days) .

Note: If the employee's remuneration does not include the monthly food allowance of MOP\$500, the remuneration calculated according to actual output shall be applied (same as below).

6. Based on this example, the employee's remuneration includes the part calculated according to actual output (unit of work) and a fixed monthly food allowance. The basic remuneration calculated according to actual output only includes the basic remuneration for the weekly rest days. The employer is obliged to pay additional basic remuneration for mandatory holidays, annual leave and paid absence for sickness or accident. The part of additional remuneration calculated on a piece-rate basis is calculated in accordance with the total amount of the remuneration of June to August /the total number of working days, which is MOP\$300.00 $\left[\frac{(\text{MOP\$7,500} + \text{MOP\$7,500} + \text{MOP\$7,800})}{(25 \text{ days} + 25 \text{ days} + 26 \text{ days})} \right]$.

As the monthly food allowance includes the basic remuneration for mandatory holidays, annual leave and paid absence for sickness or accident, no extra payment is required.

7. For the employee who is paid by unit of work, his/her remuneration is determined on a "more work for more pay" basis. Therefore, in the event of the employee requesting 1 day of no pay leave, the employer need not pay any remuneration as no work was performed on that day.

Regarding the part of monthly food allowance, the employer may deduct the basic remuneration for the day of absence, which is MOP\$16.70 (MOP\$500/30 days), from the employee's pay.

Reminder: Rules in 'Notes' are based on Law No. 7/2008 (Labour Relations Law) and Law No.5/2020 (Minimum Wage for Employees).