

Kingdom of Cambodia
Nation Religion King
Ministry of Labor and Vocational Training
No.020/23

Instruction
On
Suspension Employment Contract for textile sector- Apparel, Footwear, Travel goods and Bag
factories that impact by global economic crisis

According to high recommendation of **Samdech Akka Moha Sena Padei Techo HUN SEN, Prime Minister of the Kingdom of Cambodia**, to maintain the balance of workers/employees livings and guarantee the business stability for factories that have a decline on production lines in this context of global economic crisis, the Ministry would like to instruct the owner or director of factory that shall make discussion with workers' representatives to determine the taking turns in working during the suspension employment contract in any of time, that based on equity principle. Worker/Employee who is suspended employment contract from 01 April 2023 will get allowances as below:

- US\$20 from government and US\$15 from employer for suspension employment contract in duration 7 days to 14 days
- US\$40 from government and US\$30 from employer for suspension employment contract in duration 15 days to 1 month

To get this allowance, Ministry of Labor and Vocational Training would like to instruct as follow:

1. Owner or Director of Factory in textile sector- Apparel, Footwear, Travel goods and Bag must:

- Submit the Application on suspension on Employment Contract to Minister of Ministry of Labor and Vocational Training at least 5 days of working day before the date of starting suspension employment contract as letter form in [Annex.1](#) via website <https://suspension.mltvt.gov.kh> that has instruction on how to use the system in [Annex.2](#) of this instruction. Duration of suspension employment contract in minimum is 2 months and will be available for extend the suspension in necessary and certain circumstances after checking and permission by labor inspection.
- Disseminate and notice in general and open to employee/worker who is suspended their employment contract about obligations as a must to provide (1) Cambodian National ID and (2) Personal phone number (or phone number of husband wife children father mother or sibling) to the Ministry take it as information base for transfer the allowances by Wing Bank as following the duration of suspension employment contract.
- Filling the list of worker/employee who is suspended employment contract in accurately as the attached form in [Annex.3](#) of this instruction that required each worker/employee have a finger print on their own name to verify that Cambodian National ID and phone number that factory filling is completely right.
- Must attach two (2) sets copy of each document, includes (1) List of last payroll payment before suspension employment that has factory stamp in every pages (2) Certificate of Business (3) Certificate of Patent (4) Certificate of List Enterprise/institutions in NSSF and (5) Factory's bank account number

Unofficial translation by Cambodia Footwear Association

本文由柬埔寨鞋業商會協助翻譯

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- In a case of terminate suspension employment contract (back to work) before maturity date that stated in permission letter of suspension employment contract, factory must send a notice to Minister of Ministry of Labor Vocational Training at least 2 days (of working day) before the date of back to work as letter form in [Annex.4](#) of this instruction
- Responsible to the law as in force for every information that provided to Ministry of Labor and Vocational Training and must refund back to government for any frauds in receiving permission on suspension employment contract and the allowances from government.

Owner or Director of Factory that missed in open dissemination to worker/employee about information requirement as above or miss in getting worker/employee finger print to verify Cambodian National ID and Phone number that already filed, must responsible to pay worker/employee the allowances that government provided.

Duration 2 days of working day, after receiving the application on suspension employment contract with attached the enough supporting documents, labor inspector will be able to go double check at factory.

2. Worker/Employee must:

- Provide Cambodian National ID and personal phone number that available in contact to owner or director of factory where you are in working to filling in list then submit to the Ministry to arrange the procedures payment on allowance from government by Wing bank. If don't have personal phone number, must provide the phone number of husband wife children father mother or sibling and do not change the phone number.
- Checking the message in phone that will be sent by Wing bank in duration of 10 days after suspension employment contract about amount of allowance from government.
- Taking Cambodian National ID and the phone number that received the message to any Wing Agency that nearby home to get those government allowance after received notification in phone. Wing Bank will refund back to government if any worker/employee miss to withdraw the allowance in 10 days after Wing bank already send the message by phone to worker/employee.

The Ministry please to remind worker/employee must corporate in providing Factory the Cambodian National ID and Phone Number that available in contact, also checking the Cambodian National ID and Phone Number that has in table list of Worker/employee suspension employment contract in accurately before do a fingerprint for verify this both correct information.

Any worker/employee miss to provide the Cambodian National ID and phone number to factory is meant to the person voluntarily refuse to accept government allowance.

3. Ministry of Labor and Vocational Training

After providing suspension employment contract permit, Ministry of Labor and Vocational Training must copy the suspension employment contract permit as form in [Annex.5](#) of this instruction of Ministry of Economic and Finance Ministry of Industry Science Technology and Innovation Ministry of Commerce and the relevant Municipal and Provincial Authorities.

The Ministry would like to confirm that Providing allowance on suspension employment contract will be implemented for factory in textile sector – Apparel, Footwear, Travel goods, and Bag that will receive permission on suspension employment contract from 01 April 2023 onwards. By the way, the suspension employment contract that was implemented before 01 April 2023 must follow the implementation on agreement between employer and worker/employee.

During this suspension employment contract, to guarantee the harmony on vocational relationship and promote the productivity, the Ministry encourage the owner or director of factory to discuss with Cambodian Garment Training Institute (CGTI) or other Training Institutes organize skill trainings on law related to labor sector, soft skill, and technical skill as necessary in factory for worker/employee, especially director on administration and operation manager.

For more detailed information, please contact: Mr. Khem Bunchhean (012 436 143) Mr. Manh Narith (087 525 656) and Mr. Dim Oudom (092 208 797).

Owner or Director of factory and worker/employee in textile sector- Apparel Footwear and Travel goods and Bag must be responsible for the effective implementation of this instruction from the date of signing.

Phnom Penh March 15, 2023
Minister Signed and stamped
Ith Sam Heng