

LEGAL UPDATE

I. OVERVIEW

In May 2025, there are some changes to the existing regulations under the Ministry of Labor and Vocational Training (MLVT). This Legal Update will highlight the following:

- Prakas No.113/25 dated 6 May 2025 on Enterprise Book;
- Prakas No. 112/25 dated 6 May 2025 on overtime work outside normal working hours, work on public holidays, and suspension of weekly days off, and
- Prakas No. 111/24 dated 6 May 2025 on Payroll Ledger.

II. THE ENTERPRISE BOOK

On 6 May 2025, the Ministry of Labor and Vocational Training issued Prakas No.113/25 introducing a mandatory use and retention of the Enterprise Book for all enterprises under the Labor Law. The Enterprise Book must feature a QR Code and follow the official format, available for download at <https://lacms.mlvt.gov.kh/>.

This Enterprise Book will serve as a key compliance tool, enabling labor inspectors to evaluate adherence to labor laws and allowing employers to review and correct their practices based on inspection feedback.

Enterprise owners or directors must keep all documentation related to the use of the Enterprise Book at the main office and retain completed records for at least three years. If the Enterprise Book runs out of pages, the enterprise owners or directors must download the new Enterprise Book as per this Prakas. The Labor inspector may inspect the Enterprise Book at any time. Non-compliance shall be subject to fines or penalties as set out in the Labor Law.

This Prakas shall replace Prakas No. 268 dated 11 October 2001 on the Enterprise Book.





III.OVERTIME WORK OUTSIDE NORMAL WORKING HOURS, WORK ON PAID HOLIDAY, AND SUSPENSION OF WEEKLY DAYS OFF

On 06 May 2025, the Ministry of Labor and Vocational Training (MLVT) issued Prakas No. 112/25, detailing the conditions, formalities and procedures of overtime work outside normal working hours, work on public holidays, and suspension of weekly days off for any enterprise, establishment, and person under the Labor Law.

Overtime Work

Overtime work outside normal working hours could be carried out in the following circumstances:

- To be able to carry out special tasks, including the preparation of an inventory list and balance sheet, the set deadline for liquidation and closing entries.
- To be able to carry out the unusually high workloads arising from various circumstances where other measures are not applicable.

The overtime work must be voluntary and subject to the following compensation:

- 150% (one hundred fifty percent) or one and a half-time of the regular wage for daytime work; and
- 200% (two hundred percent) or two times of the regular wage for nighttime work (10:00pm to 5:00 am) as well as the accommodation or transportation entitlement.

Work on Public Holidays

Workers/employees are entitled to paid public holidays as announced annually by the MLVT. In the case that the work cannot be suspended, the employer may request the workers/employees to work on the paid public holidays on a voluntary basis. The compensation shall be equal to the regulator's daily wage.

Suspension of Weekly Days Off

The weekly days off can be suspended for the cases stipulated in article 151 of the Labor Law.

In addition to the above cases, the weekly days off can also be reduced for certain types of businesses/establishments for up to 2 (two) days per month to compensate for the absence happened due to bad weather. These types of enterprises/establishments are stated in article 11 of this Prakas. The above reduction must commence in the following month of the aforesaid absence. For the two-day reduction, it cannot be made in two consecutive weeks. The formalities for this compensation work must be prepared in 30 (thirty) days.

The suspension of weekly days off cannot be made for two consecutive weeks if the suspension is made two days per month.

The workers/employees are entitled to two times the regular wage for working on the weekly days off.

Formalities and Procedures

Enterprise/establishment owners or directors are required to input data into the Labor Automated Central Management System (LACMS) at <https://lacms.mlv.gov.kh> at least three working days before overtime work outside normal working hours, work on public holiday, and suspension of weekly days off. The data includes the start and end dates, total number of workers/employees (and female workers/employees) involved, justification, and consent form as detailed in Article 14 of this Prakas. The relevant documents must be maintained for future inspection.

Implementation

The existing permit for the above works is valid until its expiration date. Upon such expiration, the aforesaid work shall follow this Prakas. Non-compliance shall be subject to fines or penalties as per the Labor Law.

IV. THE ENTERPRISE'S PAYROLL LEDGER

The Ministry of Labor and Vocational Training has issued Prakas No. 111/24 dated 6 May 2025 on the Payroll Ledger. It requires every employer of an enterprise or establishment under the Labor Law to constantly keep a payroll ledger which can be in a form of a payroll list via computer system.

Both formats of payroll ledger must include a QR Code generated via the Labor Automated Central Management System (LACMS) at <https://lacms.mlv.gov.kh> to ensure legal authenticity. In cases where updates or changes are made outside the prescribed template, employers must follow the designated procedures to ensure compliance.

A proper use of a payroll ledger shall be subject to the following compliances:

- Select either the traditional payroll ledger or payroll list via computer system.

-
- Select and/or add more payroll information according to the business activities of the enterprise/ establishment to the payroll list via computer system.
 - Download the payroll ledger or payroll list via computer system from LACMS for the enterprise's stamp and signature and reupload to the system to obtain a QR Code.
 - All payroll data must be submitted to LACMS by the 20th of the following month.

Supporting documents related to the payroll ledger or the payroll list via computer system must be maintained at the enterprise's cashier's office or main office for inspection. Employers are required to maintain a completed payroll ledger or monthly payroll list for 03 (three) years. The Labor inspector may inspect these documents at any time.

Any non-compliance shall be subject to fines or penalties as set out in the Labor Law. This Prakas replaces Prakas No. 269 dated 11 October 2001 on the Creation of a Payroll Ledger.

*This Legal Update is a general information only and is not considered as legal advice or opinion. If you require any further information or have any questions, please contact **Mr. HOUN Vannak**, managing partner of **RHTLaw Cambodia**.*

OUR MANAGING PARTNER



Mr. HOUN Vannak
Managing Partner

Mobile: +(855) 12 737 123
Office: +(855) 23 886 616
Email: vannak.houn@rhtlawcambodia.com

AUTHOR



Ms. PICH Cheymorokot
Associate

Mobile: +(855) 81 885 388
Office: +(855) 23 886 616
Email: morokot.pich@rhtlawcambodia.com