

EMPLOYMENT LAW GUIDE: EMPLOYMENT OF PART-TIME WORKERS

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(a) Key employment terms

Employers are required to issue KETs in writing to all part-time employees who:

- are covered by the EA;
- are employed for 14 days or more; and
- employed under a contract of service for a continuous period of 2 weeks or longer. This refers to the length of contract, not the number of days of work.

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S/N	Item
1.	Full name of employer.
2.	Employer's trade name if different from that in item 1.
3.	Full name of employee (as specified on the identity card, work pass or passport).
4.	Job title, description of main duties and responsibilities.
5.	Start date of employment.
6.	Duration of employment (if employee is on fixed-term contract).
7.	Working arrangements, such as: • Daily working hours (e.g. 8.30am - 6pm) • Number of working days per week / month (e.g. six days) • Rest day (e.g. Saturday)
8.	Salary period.
9.	Hourly basic rate of pay and gross rate of pay.
10.	Any fixed allowance during each salary period (if applicable).
11.	Any fixed deduction during each salary period (if applicable).
12.	Overtime payment period (if different from item 8 above).
13.	Overtime rate of pay.
14.	Other salary-related components (if applicable), such as: • Bonuses • Incentives
15.	Leave entitlement, such as: • Annual leave • Outpatient sick leave • Hospitalisation leave • Maternity leave • Childcare leave
16.	Medical benefits, such as: • Insurance • Medical benefits • Dental benefits
17.	Probation period (if applicable).
18.	Notice period for dismissal by employer or termination of employment contract by employee (as the case may be).

Where

a contract of service does not specify any of the items 7 and 9, that item is to be determined according to the formulas set out in paragraph 1, 2 or 3 of the Schedule to the Part-Time Regulations, as the case may be.

(b) Payment for work on rest day

A part-time employee who is required to work on 5 or more day and works on a rest day, whether at his/her own request or the employer's request is entitled to be paid at a commensurate rate of pay, based on the employee's hourly basic rate of pay and duration of work performed on that day.

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Where the part-time employee works on a rest day at his/her own request	
Period of work on rest day	Pay entitlement for that rest day
Does not exceed half the part-time employee's normal hours of work for one day	to be paid a sum at the part-time employee's basic rate of pay for half a day's work
Exceeds half but does not exceed the part-time employee's normal hours of work for one day	to be paid a sum at the part-time employee's basic rate of pay for one day's work
Exceeds the part-time employee's normal hours of work for one day but does not exceed the normal hours of work for one day of a similar full-time employee	to be paid a sum: (i) at the part-time employee's basic rate of pay for one day's work; and (ii) at the part-time employee's hourly basic rate of pay for each hour or part thereof which exceeds the part-time employee's normal hours of work for one day
Exceeds the normal hours of work for one day of a similar full-time employee	to be paid a sum: (i) at the part-time employee's basic rate of pay for one day's work. (ii) at the part-time employee's hourly basic rate of pay for each hour or part thereof which exceeds the part-time employee's normal hours of work for one day but does not exceed the normal hours of work for one day of a similar full-time employee; and (iii) at one and a half times the part-time employee's hourly basic rate of pay for each hour or part thereof which exceeds the normal hours of work for one day of a similar full-time employee.

(c) Overtime pay

A part-time employee who is required to work at the employer's request beyond the part-time employee's normal hours of work is entitled to be paid at a commensurate rate of pay, based on the employee's hourly basic rate of pay and duration of work performed on that day.

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Overtime Pay	
Period of work on rest day	Pay entitlement for that rest day
Exceeds the part-time employee's normal hours of work for <u>one day</u>	to be paid a sum: (i) at the part-time employee's hourly basic rate of pay for each hour or part thereof that exceeds the part-time employee's normal hours of work for one day but does not exceed the normal hours of work for one day of a similar full-time employee; and (ii) at one and a half times the part-time employee's hourly basic rate of pay for each hour or part thereof that exceeds the normal hours of work for one day of a similar full-time employee.
Exceeds the part-time employee's normal hours of work for <u>one week</u>	to be paid a sum: (i) at the part-time employee's hourly basic rate of pay for each hour or part thereof that exceeds the part-time employee's normal hours of work for one week but does not exceed the normal hours of work for one week of a similar full-time employee; and (ii) at one and a half times the part-time employee's hourly basic rate of pay for each hour or part thereof that exceeds the normal hours of work for one week of a similar full-time employee.

(d) Holidays

Part-employees also enjoy entitlement to paid holidays on such (full working) days as are provided to full-time employees under the EA, but they are to be paid according to a formula set out in the Part-Time Regulations.

Notwithstanding the above, a part-time employee may be required by the employer to work on any public holiday and, in such event, he/she shall be paid a sum at his/her basic rate of pay for one day's work in addition to the sum referred to in the formula above and to a travelling allowance for one day, if payable to him/her under the terms of his agreement with the employer.

Notwithstanding the above, a part-time employee (other than a Part IV Employee) who is required by the employer to work on any public holiday, is to be paid in accordance with the preceding paragraph (i.e. relating to rank and file part-time employees) for that day and may be given the following, in lieu of a day off in substitution for that holiday or a sum at the part-time employee's basic rate of pay for one day's work: (i) any part of a day off on a working day comprising such number of hours as may be agreed between the part-time employee and employer, or (ii) if there is no such agreement, either half of the part-time employee's

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normal hours of work for one day off if the part-time employee worked for less than half of the part-time employee's normal hours of work for one day; or the entire day off if the part-time employee worked for more than half of the part-time employee's normal hours of work for one day.

(e) Sick leave

Part-time employees are also entitled to paid sick leave (please refer to section titled: "Sick Leave" at page 6 above) in proportion to the entitlement of a similar full-time employee provided by the EA, as calculated in accordance with the formula provided in the Part-Time Regulations.

(f) Childcare leave and maternity benefits

Part-time employees are also entitled to statutory childcare leave (please refer to section titled: "Childcare Leave" at page 8 above) in proportion to the entitlement of a similar full-time employee provided by the EA and CDCSA, where any employee has served an employer for a period of not less than 3 months; and has any child below the age of 7 years. The number of days childcare leave and the rate at which the employee shall be paid will be in accordance with the formulas in the Part-Time Regulations and the Child Development Co-Savings (Part-Time Employees) Regulations 2008.

Similarly, female part-time employees are entitled to statutory maternity benefits (please refer to section titled: "Maternity Leave" at page 6 above) in proportion to the entitlement of a similar female full-time employee provided by the EA and CDCSA. The length of maternity benefit entitlement shall be in accordance with the formulas in the Part-Time Regulations and the Child Development Co-Savings (Part-Time Employees) Regulations 2008.

(g) Non-compliance

A first conviction by any employer in failing to pay an allowance to a part-time employee who agrees to relinquish his entitlement to paid holidays or paid annual leave will result in a fine of S\$5,000. A subsequent conviction for a contravention of the same provision within one year after the preceding conviction will result in a fine of S\$10,000.

Please note that this section of the Employment Law Guide is a summary provided for general information purposes, aimed at aiding understanding of Singapore's employment law as at the date of writing. It is not exhaustive or comprehensive and reading this memorandum is not a substitute for reading the text of the various statutes to fully understand the extent of the obligations owed. This guide should also not be relied upon as legal advice.

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Read The Other Sections of The Employment Law Guide

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