

Sample Part-Time Employment Contract

This sample contract is designed to help you draft an employment agreement. It includes the essential elements of a typical contract. You may modify it to suit your specific needs and situations. Keep in mind that this document is a starting point and not a finished product. You need to make sure that the actual agreement reflects the relationship between you and your employee.

1. Commencement of Employment

1.1 Your employment will commence on (DD / MM / YYYY).

2. Place of work Assignment site

3. Job Title Security officer

3.1 Your duties are

.....

.....

4. Salary

4.1	Hourly Basic Salary	\$.....
4.2	Allowances (<i>itemised</i>)	
	<i>E.g. (a) Attendance allowance</i>	\$.....
	<i>(b) Performance allowance</i>	\$.....
	<i>(c) Transport allowance</i>	\$.....
4.3	Gross Salary [Hourly Basic Pay x No of Hours of Work per Day + Allowances]	\$.....
4.4	CPF Contribution (Employee)	\$.....
4.5	Payment Date: day of every month

5. Working Days & Hours of work

5.1 Your working days are 6 days a week, from _____ to _____ [*E.g. Monday to Saturday*]

5.2 Your daily working hours are 4 hours per day from hours to.....hours [*E.g. 0800 hours to 1200 hours*].

- 5.3 You are entitled to one rest day in a week and your rest day shall be on a Sunday or any other day as may be rostered by the employer.
- 5.4 You are given meal breaks from hours to hours [E.g. 0930 hours to 0945 hours].

6. Public Holidays

- 6.1 You are entitled to paid public holidays. Your pay for each public holiday will be computed based on the total number of hours of work per week. As you work 24 hours per week, your pay for each public holiday shall be at the rate of 4.4 hrs x Hourly Gross Rate.

[For details, please refer to Annex A]

7. Annual Leave

- 7.1 You will be entitled to paid annual leave if you have worked for at least 3 months with your employer. As you work 24 hours per week, you will be entitled to 30.5 hours of annual leave in your first 12 months of service with your employer.

[For details, please refer to Annex A]

8. Sick Leave

- 8.1 You will be entitled to medical leave if you have worked for at least 3 months with your employer. As you work 24 hours per week, you will be entitled 22 hours of paid outpatient sick leave and 66 hours of paid hospitalisation leave (including the 22 hours of outpatient sick leave)

[For details, please refer to Annex A]

- 8.2 You will be paid medical consultation fee if you have worked for at least 3 months with your employer.

9. Additional Salary Payment

(A) Payment for overtime work

- 9.1 If you work more than 8 hours of work per day or 44 hours of work per week, you will be entitled to overtime pay at 1.5 times the hourly basic rate of pay for each hour of work.

(B) Payment for work on public holidays

- 9.2 If you work on a public holiday, you will be entitled to the following in addition to the amount entitled to for a paid public holiday (*refer to clause 6.1*):

- a) Basic rate of pay for one day’s work; and
- b) Travelling allowance for one day (if payable under the terms of this contract)

(C) Payment for work on Rest days

9.3 If you are requested by your employer to work on your rest day, you will be paid as follows:

a)	≤ ½ the normal daily working hours	1 day’s basic salary
b)	> ½ and up to the normal daily working hours	2 day’s basic salary

9.4 If you request to your employer to work on your rest day, you will be paid as follows:

a)	≤ ½ the normal daily working hours	½ day’s basic salary
b)	> ½ and up to the normal daily working hours	1 day’s basic salary

10. Deductions from Remuneration

10.1 The employer should not deduct any monies from your wage other than those allowed under the Employment Act.

11. Termination of Employment

11.1 Either party may terminate the contract of service

- (a) With notice given [*E.g. 1 day / 1 week/ 2 weeks/ 1 month*]
- (b) Without notice by paying salary in lieu of notice for the relevant period

11.2 If you have mis-conducted yourself during the course of work, such as fighting or committing theft, your employer may terminate your service without notice.

12. Work Injury Insurance

12.1 Where personal injury is sustained by the employee in the course of his employment, the employer will be liable to pay compensation where applicable under the Work Injury Compensation Act (Cap. 354).

12.2 The employer will insure and maintain insurance under one or more approved policies with an insurer against any liability that he would incur to any employee employed by him where applicable under the said Act.

13. Other conditions of employment

.....

14. General

14.1 Any changes to this agreement will only be valid if they are in writing and have been agreed and signed by both parties.

15. Governing Law

15.1 This agreement shall be governed by and construed in accordance with the laws of Singapore.

THIS AGREEMENT SIGNED AT ON THIS DAY OF 20.....

(Signature)
.....

Name of Employer: _____

(Signature)
.....

Name of Employee: _____

NRIC/ WP No: _____

(Signature)
.....

Name of Witness: (Optional)

Annex A

Assuming the full-time employee works 8 hours a day for 5.5 days (44 hours / week). The part time employee is entitled to the following pro-rated statutory benefits.

(A) Part-time Employees' Public Holiday

Formula: (No of hours a part timer is required to work in a week /44 hrs) x 8 hrs = No of hours of PH

E.g. If the part time employee works 24 hrs a week,

$24/44 \times 8 \text{ hrs} = 4.4 \text{ hrs}$ (rounded to nearest 1 decimal)

Pay for PH = No of hours for PH x Hourly gross rate

(B) Part-time Employee's Annual Leave Entitlement

Formula: (No of hours a part timer is required to work in a week /44 hrs) x 7 days * x 8 hrs = No of hours for AL.

E.g. If the part time employee works 24 hrs a week,

$24/44 \times 7 \text{ days} \times 8 \text{ hrs} = 30.5 \text{ hrs}$ (rounded to nearest 1 decimal)

* Days differ accordingly to length of service. 7 days AL for 1st year of service, 8 days AL for 2nd year etc.

(C) Part-time Employee's Medical Leave Entitlement

Formula: (No of hours a part timer is required to work in a week/ 44 hrs) x no of sick leave entitlement[^] x 8 hrs

<i>Full time employees</i>		
<i>No of months of service completed</i>	<i>Paid outpatient sick leave entitlement (days)</i>	<i>Paid Hospitalisation leave entitlement (days)</i>
<i>3 months</i>	<i>5</i>	<i>15</i>
<i>4 months</i>	<i>8</i>	<i>30</i>
<i>5 months</i>	<i>11</i>	<i>45</i>
<i>6 months onwards</i>	<i>14</i>	<i>60</i>
<i>Part time employees (e.g. 24 hrs work week)</i>		
<i>No of months of service completed</i>	<i>Paid outpatient sick leave entitlement (hrs)</i>	<i>Paid Hospitalisation leave entitlement (hrs)</i>
<i>3 months</i>	<i>21.8</i>	<i>65.5</i>
<i>4 months</i>	<i>34.9</i>	<i>130.9</i>
<i>5 months</i>	<i>47.9</i>	<i>196.4</i>
<i>6 months onwards</i>	<i>61.1</i>	<i>261.8</i>

[^] Days differ according to the sick leave entitlement given to the full-time employees in proportion to the no of completed months of service in that year.