

Key Employment Terms (Construction) example

All fields are mandatory, unless they are not applicable

Issued on: 1 Feb 2018

All information accurate as of issuance date

Section A | Details of Employment

Company Name XYZ Construction Pte Ltd	Job Title, Main Duties and Responsibilities Construction worker
Employee Name Bala Raj	<input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment
Employee NRIC/FIN F1234567G	Duration of Employment 1 Feb 2018- 31 Jan 2020
Employment Start Date 1 Feb 2018	Place of Work Punggol worksite

Section B | Working Hours and Rest Days

Details of Working Hours Mon-Fri: 9.00am-6.00pm, Sat: 9.00am – 1.00pm Lunch Break 1-hr for Mon-Fri Total working hours: 44 hrs per week (excluding break hrs)	Number of Working Days Per Week 5.5 days per week
	Rest Day Per Week 1 day per week (Sun)

Section C | Salary

Salary Period 1 st to end of month <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input checked="" type="checkbox"/> Monthly	Date(s) of Salary Payment 5th of every calendar month						
Overtime Payment Period 1 st to end of month <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input checked="" type="checkbox"/> Monthly	Date(s) of Overtime Payment 5th of every calendar month						
Fixed Allowances Per Salary Period	Basic Salary \$750.00						
<table border="1"><thead><tr><th>Item</th><th>Allowance (\$)</th></tr></thead><tbody><tr><td>Food</td><td>\$200.00</td></tr><tr><td>Total Fixed Allowances</td><td>-</td></tr></tbody></table>	Item	Allowance (\$)	Food	\$200.00	Total Fixed Allowances	-	Overtime Rate of Pay 1.5x hourly basic rate (\$5.90)
Item	Allowance (\$)						
Food	\$200.00						
Total Fixed Allowances	-						
Other Salary-Related Components N.A	Fixed Deductions Per Salary Period – N.A						
	<input type="checkbox"/> CPF Contributions Payable N.A						

Section D | Leave and Medical Benefits

Types of Leave <input checked="" type="checkbox"/> Paid Annual Leave Per Year: 14 days <input checked="" type="checkbox"/> Paid Outpatient Sick Leave Per Year: 14 days <input checked="" type="checkbox"/> Paid Hospitalisation Leave Per Year: 60 days <small>(Note that paid hospitalisation per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</small>	Other Types of Leave <input checked="" type="checkbox"/> Paid Medical Examination Fee
	Other Medical Benefits Costs of Medical treatment (refer to staff handbook for details and condition)

Section E | Others

Length of Probation: <u>N.A</u>	Notice Period for Termination of Employment 1 week
Probation Start Date: <u>N.A</u>	
Probation End Date: <u>N.A</u>	