

### REQUIREMENTS FOR KEY EMPLOYMENT TERMS (KETS)

(A) Employers must issue key employment terms (KETs) to their employees who are

- Newly employed on or after 1 April 2016;
- Covered by the Employment Act<sup>2</sup>; and
- Employed for a continuous period of 14 days or more.

<b>When to issue</b>	Within 14 days from the start of employment
<b>Format</b>	<ul style="list-style-type: none"> <li>• Soft or hard copy</li> <li>• Common key employment terms (e.g. leave policy that applies to a group of employees) can be provided in an employee handbook or company intranet</li> </ul>

(B) The key employment terms must include the items below, unless an item is not applicable. For example, if the employee is a PME and overtime pay does not apply to him/her, the KETs issued to him/her need not include #11-#12.

1.	Full name of employer
2.	Full name of employee
3.	Job title, and main duties and responsibilities
4.	Date of start of employment
5.	(If employee is on fixed-term contract) Duration of employment

<sup>2</sup> As a rule of thumb, if your employee earns up to \$4,500/month, and is not a domestic worker, public servant or seafarer, it is likely that he/she is covered.

6.	<p>Working arrangements</p> <ul style="list-style-type: none"> <li>• Daily working hours (e.g. 8.30am – 6.00pm);</li> <li>• Number of working days per week (e.g. six); and</li> <li>• Rest day (e.g. Saturday)</li> </ul>
7.	Salary period (what dates the payment is for)
8.	<p>Basic salary per salary period*</p> <p>*For hourly, daily or piece-rated workers, employers should also indicate the basic rate of pay (e.g. \$10 per hour, day or piece)</p>
9.	Fixed allowances per salary period
10.	Fixed deductions per salary period
11.	(If different from #7) Overtime payment period
12.	Overtime rate of pay
13.	<p>Other salary-related components, such as:</p> <ul style="list-style-type: none"> <li>• Bonuses</li> <li>• Incentives</li> </ul>
14.	<p>Leave entitlements, such as:</p> <ul style="list-style-type: none"> <li>• Annual leave</li> <li>• Outpatient sick leave</li> <li>• Hospitalisation leave</li> <li>• Maternity leave</li> <li>• Childcare leave</li> </ul>
15.	<p>Other medical benefits, such as:</p> <ul style="list-style-type: none"> <li>• Insurance</li> <li>• Medical benefits</li> <li>• Dental benefits</li> </ul>
16.	Probation period
17.	Notice period