

# Key Employment Terms

All fields are mandatory, unless they are not applicable

Issued on 26-04-2016

All information accurate as of issuance date

## Section A | Details of Employment

### Company Name

Sage Software Solutions Pte Ltd - Demo

### Employee Name

Tonny Wong

### Employee NRIC / FIN

S8676152A

### Employment Start Date

01-04-2011

### Job Title, Main Duties and Responsibilities

Manager

### Employment Type

Part-Timer

### Duration of Employment

### Place of Work

(if different from company's registered address)

## Section B | Working Hours and Rest Days

### Details of Working Hours

Mon-Fri : 9am - 6 pm, Sat: 9am - 1pm

Lunch break 1 hr for Mon-Fri only.

Total working hours: 8 hrs (Mon-Fri), 4 hrs (Sat)

### Number of Working Days Per Week

5 days per week

### Rest Day Per Week

1 day per week (Sunday)

## Section C | Salary

### Salary Period

1st to 31st

Hourly / Daily / Weekly / Fortnightly / Monthly

### Overtime Payment Period

(only if different from salary period)

Hourly / Daily / Weekly / Fortnightly / Monthly

### Fixed Allowances Per Salary Period

Item	Allowance (\$)
Uniform	\$50.00
Transport	\$50.00
Total Fixed Allowances	\$100.00

### Other Salary - Related Components

Productivity incentive

### Date(s) of Salary Payment

\*2nd of every calendar month

### Date(s) of Overtime Payment

\*2nd of every calendar month

### Basic Salary (Per Period)

\$ 170

### Overtime Rate of Pay

1.5 X Hourly basic rate

### Fixed Deductions Per Salary Period

Item	Deduction (\$)
CDAC	\$1.00
Total Fixed Deductions	\$1.00

### CPF Contributions Payable Yes / No

(Subject to prevailing CPF contribution rates)

## Section D | Leave and Medical Benefits

### Types of Leave

*(Applicable if service is at least 3 months)*

Paid Annual Leave Per Year: 14 days  
(for 1st year of service)

Paid Outpatient Sick Leave Per Year: 14 days

Paid Hospitalization Leave Per Year: 60 days

(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.)

### Other Types of Leave

(e.g. Paid maternity Leave)

16 Weeks Maternity Leave. Paid 16 weeks maternity Leave if child is Singapore Citizen and employee is lawfully married to the child's father. The employee must have worked at least 90 days before child's birth

**Paid Medical Examination Fee :** Yes / No

### Other Medical Benefits

(Optional, to specify)

## Section E | Others

**Length of Probation:** 3 Mth

**Probation Start Date:** 01-04-2011

**Probation End Date:** 30-06-2011

### Notice Period for Termination of Employment

*(initiated by either party whereby the length shall be the same)*

*1 month notice or 1 month salary in lieu of notice*

Amend the *Italic* Fields if applicable

Please refer to [www.mom.gov.sg](http://www.mom.gov.sg) for more details on employment laws, leave benefits and soft copy of the KET's template