

Sample Contract

1. Date of Employment: Your first day of work is 20/02/2020

2. Place of work: National University of Singapore

3. Job Title: Administrative Assistant

4. Salary

4.1. Monthly Salary: \$4,000

4.2. Payment Date: First Working day of every month; by GIRO

5. Working Days / Hours of work / Overtime

5.1 Working days will be 5 days a week.

5.2 The normal working hours will be from 0900 to 1800 hrs.

5.3 You will earn overtime pay if you work more than 8 hours a day, or 44 hours a week. Total overtime hours should not exceed 72 hours a month.

6. Sick Leave

6.1 No hospitalisation: Maximum 14 days each year.

6.2. If hospitalised: Maximum 60 days (including the 14 days in 9.1) each year.

6.3 You must notify the employer as soon as possible if you are absent on sick leave. You will be required to produce a medical certificate.

7. Termination of Employment:

Either party can terminate this agreement with 1 month written notice or by paying salary in lieu of notice for the relevant period.

8. Liability for Equipment

8.1. You undertake to take care in the usage and storage of all issued equipment and will reimburse National University of Singapore for any and all damage/loss of equipment so caused

9. General

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

10. Signatures:

Name of Employer: Muhammad Azahar Bin Salleh

Date: 20/2/2020

Signature: Azahar

Name of Employee: Choy Yong Cong (ORDed due to underwhelming peer evaluation)

Date: 20/2/2020

Signature: choy