

Annex B – Key Employment Terms Template

Key Employment Terms

All fields are mandatory, unless they are not applicable

Section A | Employment Details

Company Name	Place of Work
Employee Full Name (as in NRIC/ Work Pass)	Employee NRIC number/FIN
Job Title	Main Duties and Responsibilities
<input type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment	
Employment Start Date	Employment End Date (only applicable for fixed term contract)

Section B | Working Hours and Rest Day

Daily working hours Start and end of work:	Number of working days per week
Break during work:	Rest day (specify day)

Section C | Salary

Salary Period: _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Date(s) of Salary Payment																
Overtime Payment Period: _____ (only if different from salary period) <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Date(s) of Overtime Payment																
Basic rate of pay: _____ Gross rate of pay: _____																	
Overtime rate of pay: _____																	
Fixed Allowances Per Salary Period	Fixed Deductions Per Salary Period																
<table><thead><tr><th>Item</th><th>Allowance (S\$)</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td>Total Fixed Allowances</td><td> </td></tr></tbody></table>	Item	Allowance (S\$)					Total Fixed Allowances		<table><thead><tr><th>Item</th><th>Deduction (S\$)</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td>Total Fixed Deductions</td><td> </td></tr></tbody></table>	Item	Deduction (S\$)					Total Fixed Deductions	
Item	Allowance (S\$)																
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Other Salary-Related Components	<input type="checkbox"/> CPF contributions payable (subject to prevailing CPF contribution rates)																

Issued on: _____

DD / MM / YYYY

All information accurate as of issuance date

Section D | Leave and Medical Benefits

Types of Leaves

(Applicable if service is at least 3 months; pay will not be deducted for taking leave)

Paid Annual Leave

Per Year: _____ (days/hrs)

Paid Outpatient Sick

Leave Per Year: _____ (days/hrs)

Paid Hospitalisation

Leave Per Year: _____ (days/hrs)

Others:

(Note that paid hospitalisation leave per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)

Medical Benefits

Section E | Others

Length of probation: _____

Probation Start Date: _____

Probation End Date: _____

Notice Period for Termination of Employment

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

Please refer to www.mom.gov.sg for more details on employment laws, leave benefits and soft copy of the KETs template.

Key Employment Terms

All fields are mandatory, unless they are not applicable

Section A | Employment Details

Company Name Fourteen Concepts Pte Ltd	Place of Work Bedok Mall, #02-34m, Singapore 456789
Employee Full Name (as in NRIC/ Work Pass) Loh Li Li, Desiree	Employee NRIC number/FIN S9576543F
Job Title Administrative Assistant <input checked="" type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment	Main Duties and Responsibilities General administrative duties, filing and customer service.
Employment Start Date 03/02/2025	Employment End Date (only applicable for fixed term contract)

Section B | Working Hours and Rest Day

Daily working hours Start and end of work: Mon - Fri: 9am - 6pm, Sat: 9am - 1pm 8 hours (Mon - Fri), 4 hours (Sat) Break during work: Mon - Fri: 1 hour lunch break	Number of working days per week 5.5 days per week Rest day (specify day) 1 day per week (Sunday)
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Section C | Salary

Salary Period: <u>First to last day of the month</u> <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 2nd of every calendar month Date(s) of Overtime Payment 2nd of every calendar month
Overtime Payment Period: _____ (only if different from salary period) <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	

Basic rate of pay: \$2,000.00 per month Gross rate of pay: \$2,100.00 per month
Overtime rate of pay: 1.5x hourly basic rate (\$15.80)

Fixed Allowances Per Salary Period		Fixed Deductions Per Salary Period	
Item	Allowance (S\$)	Item	Deduction (S\$)
Uniform	\$50.00	CDAC	\$1.00
Laundry	\$50.00		
Total Fixed Allowances	\$100.00	Total Fixed Deductions	\$1.00

Other Salary-Related Components Productivity incentive	<input checked="" type="checkbox"/> CPF contributions payable (subject to prevailing CPF contribution rates)
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Section D | Leave and Medical Benefits

Types of Leaves <i>(Applicable if service is at least 3 months; pay will not be deducted for taking leave)</i> Paid Annual Leave Per Year: <u>14</u> (days/prs) Paid Outpatient Sick Leave Per Year: <u>14</u> (days/prs) Paid Hospitalisation Leave Per Year: <u>60</u> (days/hrs) Others: 16 weeks Maternity Leave <i>(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.)</i> <i>(Note that paid hospitalisation leave per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</i>	Medical Benefits Full reimbursement for medical examination fee.
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Section E | Others

Length of probation: <u>1 month</u> Probation Start Date: <u>03/02/2025</u> Probation End Date: <u>03/03/2025</u>	Notice Period for Termination of Employment <i>(initiated by either party whereby the length shall be the same)</i> 1 month notice or 1 month salary in lieu of notice
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Key Employment Terms

All fields are mandatory, unless they are not applicable

Section A | Employment Details

Company Name XYZ Confectionary Pte Ltd	Place of Work Bedok Mall, #02-34m, Singapore 456789
Employee Full Name (as in NRIC/ Work Pass) Ng Wei Jie, Roland	Employee NRIC number/FIN S1122345K
Job Title Sales Representative <input type="checkbox"/> Full-Time Employment <input checked="" type="checkbox"/> Part-Time Employment	Main Duties and Responsibilities Promoting sales and creating sales orders
Employment Start Date 05/05/2025	Employment End Date <i>(only applicable for fixed term contract)</i> 04/05/2026

Section B | Working Hours and Rest Day

Daily working hours Start and end of work: Mon - Sat: 10am - 4pm or 4pm - 10pm 5 hours per workday Break during work: 1 hour break	Number of working days per week 4 days per week as per roster
	Rest day (specify day) Sunday

Section C | Salary

Salary Period: <u>First to last day of the month</u> <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 3rd of every calendar month												
Overtime Payment Period: _____ <i>(only if different from salary period)</i> <input type="checkbox"/> Hourly <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly	Date(s) of Overtime Payment 3rd of every calendar month												
Basic rate of pay: <u>\$6/hr</u> Gross rate of pay: <u>\$480.00 per month</u>													
Overtime rate of pay: <u>1.5x hourly basic rate (\$9.00)</u>													
Fixed Allowances Per Salary Period	Fixed Deductions Per Salary Period												
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N.A.													
Total Fixed Deductions													
Other Salary-Related Components Sales Commission	<input checked="" type="checkbox"/> CPF contributions payable <i>(Subject to prevailing CPF contribution rates)</i>												

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Section D | Leave and Medical Benefits

Types of Leaves <i>(Applicable if service is at least 3 months; pay will not be deducted for taking leave)</i>	Medical Benefits Full reimbursement for medical examination fee.
Paid Annual Leave Per Year: <u>25.5</u> (days/hrs)	
Paid Outpatient Sick Leave Per Year: <u>50.9</u> (days/hrs)	
Paid Hospitalisation Leave Per Year: <u>218.2</u> (days/hrs)	
Others: Refer to employee handbook	
<i>(Note that paid hospitalisation leave per year is inclusive of paid outpatient sick leave. Leave entitlement for part-time employees may be pro-rated based on hours.)</i>	

Section E | Others

Length of probation: <u>N.A.</u>	Notice Period for Termination of Employment <i>(initiated by either party whereby the length shall be the same)</i>
Probation Start Date: <u>N.A.</u>	1 week notice or 1 week salary in lieu of notice.
Probation End Date: <u>N.A.</u>	

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