

## **PART-TIME WORK IN SINGAPORE**

(With reference from Ministry of Manpower's guideline on Employment Standards)

### **Contract of Service**

A part-time employee's contract of service must specify his/her:

- Hourly basic rate of pay<sup>1</sup>;
- Number of working hours for one day or one week;
- Number of working days for one week or one month; and
- Hourly gross rate of pay<sup>2</sup>, with the description and amount of each allowance payable separately itemised.

The 'Basic Rate of pay' as defined in the Employment Act, includes wage adjustments and increments but excludes allowances however described.

The 'Gross Rate of pay' as defined in the Employment Act, includes all allowances except:

- Overtime/bonus payments;
- Annual wage supplements;
- Reimbursements for special expenses;
- Productivity incentive payments; and
- Travelling, food and housing allowances.

### **Rest Day**

Part-time employees are entitled to one rest day per week if he / she is required to work for at least five days in a week

Payment for work done on a rest day should be calculated as such:

a) For work done at employer's request:

- One day's pay at the basic rate of pay, for work up to (and including) half the part-time employee's normal hours of work for one day; or
- Two days' pay at the basic rate of pay if the part-time employee works more than half and up to his/her normal hours of work for one day.

b) For work done at employee's request:

- Half day's salary at the basic rate of pay, for work up to (and including) half the part-time employee's normal hours of work for one day; or
- One day's pay at the basic rate of pay if the part-time employee works more than half and up to his/her normal hours of work for one day.

### **Overtime**

Part-time employees should be paid for overtime work.

- For work that exceeds a part-time employee's normal daily working hours, but not the normal hours of work for a similar full-time employee, payment should be at the part-time employee's basic hourly rate of pay for each hour or part thereof; or

- For work that exceeds the normal hours of work of a similar full-time employee,

- 1) Payment should be at the part-time employee's basic hourly rate of pay, for each hour or part thereof up to the normal hours of work for a similar full-time employee:

- 2) Payment should be at 1.5 times the part-time employee's basic hourly rate, for each hour or part thereof that exceeds the normal hours of a similar full-time employee.

## Public Holidays

Part-time employees are entitled to paid public holidays. The public holiday pay should be pro-rated based on the part-time employee's number of hours of work.

### Payment for Work Done on a Public Holiday

A part-time employee should be paid the following if he/she is required to work on a public holiday:

1. The basic rate of pay for one day's work;
2. The amount he/she is entitled to for a public holiday; and
3. One day's travelling allowance if payable under his/her contract of service.

## Leave

### Annual Leave

All employees covered by the Employment Act are entitled to annual leave. A part-time employee who has completed three months of service is entitled to paid annual leave in proportion to the yearly entitlement of a similar full-time employee, on the basis of his/her working hours.

The leave entitlement is calculated as follows:

$$\begin{array}{r} \text{No. of working hours per} \\ \text{year of a part-time employee} \\ \text{-----} \\ \text{No. of working hours per} \\ \text{year of a similar full-time} \\ \text{employee} \end{array} \times \begin{array}{r} \text{No. of days} \\ \text{of annual} \\ \text{leave of a} \\ \text{similar full-} \\ \text{time} \\ \text{employee} \\ \text{with equal} \\ \text{length of} \\ \text{service} \end{array} \times \begin{array}{r} \text{No. of working hours in a day of a} \\ \text{similar full-time employee} \end{array}$$

Instead of granting a part-time employee paid annual leave, the employer and the part-time employee (except for those who work at least five days a week and between 30 hours and 34 hours a week) may agree to encash the earned annual leave in the form of a higher hourly gross rate of pay. Any such agreement should be clearly reflected in the contract of service.

The formula for encashing annual leave is as follows :

$$\begin{array}{r} \text{Annual entitlement to annual leave of the part-} \\ \text{time employee (in hours)} \\ \text{-----} \\ \text{Weekly working hours of that part-time} \\ \text{Employee x 52 weeks} \end{array} \times \text{Hourly gross rate of pay}$$

**Sick Leave**

All employees covered by the Employment Act are entitled to paid sick leave. A part-time employee who has completed three months of service is entitled to paid sick leave in proportion to the yearly entitlement of a similar full-time employee, based on his/her working hours.

The sick leave entitlement is calculated as follows:

$$\begin{array}{r}
 \text{No. of working hours per} \\
 \text{year of a part-time employee} \\
 \text{-----} \\
 \text{No. of working hours per} \\
 \text{year of a similar full-time} \\
 \text{employee}
 \end{array}
 \times
 \begin{array}{r}
 \text{No. of days} \\
 \text{of sick} \\
 \text{leave of a} \\
 \text{similar full-} \\
 \text{time} \\
 \text{employee} \\
 \text{with equal} \\
 \text{length of} \\
 \text{service}
 \end{array}
 \times
 \begin{array}{r}
 \text{No. of working hours in a day of a} \\
 \text{similar full-time employee}
 \end{array}$$

Sick leave cannot be encashed.

**Maternity Leave**

Female employees who are pregnant are entitled to maternity benefits under the Employment Act and the Children Development Co-Savings Act. Part-time pregnant female employees are entitled to the same maternity benefits and protection as a full-time pregnant female employee, as long as she satisfies the qualifying conditions under the Employment Act or the Children Development Co-Savings Act.

The payment will be based on the number of days she is contracted to work at her gross rate of pay.

**For more detailed explanation, please refer to Ministry of Manpower's guidelines**

Reference:

[http://www.mom.gov.sg/publish/momportal/en/communities/workplace\\_standards/employment\\_standards0/Part-time\\_Employment.html](http://www.mom.gov.sg/publish/momportal/en/communities/workplace_standards/employment_standards0/Part-time_Employment.html)