

# Overview of Singapore Employment Laws for Managers

## Course Objectives

This one day workshop provides the overview of the various Acts under the **Employment Laws** in Singapore. Discussion will take you through anticipated and contentious situational issues and provide useful inputs for your organizational HR practices for all managers.

## Course Outline

Topics covered under **Employment Act** are as follows:

- Difference between "employee" and "executive/manager" (aka PME)
- Difference between "gross" and "basic" rate of pay
- Key Employment Terms (KETs) from 1st April 2016 as stated
- Different components of Itemised Payslips from 1st April 2016
- A brief introduction to Authorized salary deductions & payment deadlines
- Understanding of Hours of Work, Shift Work & Overtime
- Implications of Rest Days & Public Holidays
- What is Annual & Sick Leave
- The Medical expense liability of the employer
- What is Maternity, Shared Parental, Paternity Leave
- What is Childcare, Extended Childcare Leave



Topics covered under **Retirement & Re-employment Act** are as follows:

- Exemption classes
- Duration of re-employment contract
- Terms and conditions of re-employment
- Employment assistance payment

## Target Audience

Managers and/or executives, who perform / hold managerial roles to lead and oversee a team of supervisors.

## Methodology

Mix of lectures, examples, case studies & discussions.

<b>Date</b>	6 September 2017
<b>Duration</b>	1 day, 9am to 5pm (7 hrs)
<b>Fees</b> (Prices are inclusive of 7% GST)	\$267.50 per pax
<b>Course Venue</b>	<b>PMAS Academy</b> Print Media Hub @ Paya Lebar iPark 61 Tai Seng Avenue #05-14 Singapore 534167

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