

Singapore

Worker Classifications

After 3 months of service, Workers are covered by the Employment Act and are subject to certain protections.

Fixed Term Contracts

Fixed-term contracts are permitted for a maximum of 4 years in Singapore. Workers on fixed-term contracts will still be covered by the Employment Act and subject to the protections/entitlements. Therefore, generally, the same notice periods are required to terminate a fixed-term contract as an indefinite contract.

Probationary Periods

Probationary periods are permitted and generally last between 3-6 months. Termination during the probationary period requires notice or pay in lieu of notice.

Holidays

In Singapore, Workers recognize 10 paid public holidays, some of which are multiple days in duration. The President of the Republic of Singapore can also declare any day to be observed as a public holiday in addition to or in substitute of the 10 standard days. Workers required to work on a public holiday are entitled to an extra day's salary or can agree to a day off in lieu.

Vacation

After three months of service, Workers are entitled to 7 days of paid annual leave for the first 12 months of continuous service or a proportion thereof. After that, Workers are entitled to an additional day of paid annual leave for every subsequent 12 months of continuous service up to a maximum of 14 days of paid annual leave. Unused leave rolls over from year to year.

Sick Leave

Workers are entitled to 5 to 14 days of paid outpatient leave and 15 to 60 days of paid hospitalization leave per year. Unpaid time off allotments must be specified in the employment contract.

Working Hours

Normal working hours in Singapore are 8 hours per day, 44 hours per week.

Overtime

Work over 44 hours per week is overtime. Overtime must be paid at 150%. Workers should not work more than 12 hours per day or 72 hours of overtime in a month.

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Mandatory Bonuses

An Annual Wage Supplement is customary, but not mandatory. When issued, it is typically one month's wages and is usually issued at the end of the calendar year.

Termination

Termination in Singapore generally requires 30 days notice. Acceptable causes for termination are unsatisfactory probationary period, breach of contract, misconduct, poor performance with documented proof, or redundancy. Severance starts at 2 weeks and increases proportionally to years of service.

Resignation

Workers must recognize the same notice periods as employers to resign from employment.