

Employment Act and Child Development Co-Savings Act (before and after 1 April 2019 amendments)

Course Objective

This is a 2-day workshop that covers the minimum must-do employment terms and conditions for all local and foreign employees at all levels of the organisational hierarchy in the private sector (including non-for-profit sector) in Singapore.

Core learning will be about the Employment Act (EA) which was amended on 1 April 2019. For completeness, discussions will cover the significant before and after 1 April 2019 amendments e.g. scope of EA coverage and wrongful dismissal claims.

With the diversity in the workforce, discussions on medical expense liability of employers will extend from the EA to the Employment of Foreign Manpower Act (EFMA) requirements. Pro-family leave discussions will also extend from the EA to the Child Development Co-Savings Act (CDCA) applicable to employed parents of Singapore citizen child(ren).

The cross-learning will equip and update participants with a comprehensive understanding and practical application of the basic statutory employment laws enforced by the Ministry of Manpower.

Course Outline

1. Meaning and usage of monetary terms

– e.g. “basic rate of pay”, “gross rate of pay”, “salary” and the consequential pay computation Meaning and usage of key terms

– e.g. “employee”, “workman”, “medical officer”, “medical practitioner”, “dismiss”, and the consequential implications

2. Core Obligations

- Key employment terms & employee records
- Itemised pay slips & timelines
- Annual, sick, maternity, childcare leave & public holidays under EA
- Medical expense liability under EA and EFMA
- Maternity, shared parental, paternity, childcare, extended childcare, infant care, adoption leave under CDCA

3. Protective Obligations

- Hours of work, breaks & shift work
- Overtime pay & overtime limits
- Rest days & pay for work on rest day
- Annual wage adjustment & annual wage supplement
- Retrenchment & retirement benefits
- Retrenchment reporting

4. Legal Remedies

- Statutory and/or contractual claims
- Wrongful dismissal claims

Course Fees

Fees Type	Full Fees (inclusive 7% GST):
Member	\$642.00
Non-member	\$749.00

Methodology

Mix of lectures, examples and industry practices for wider understanding of situational issues and different organisational policies.

Target Audience

HR and People managers and executives.

Trainer

Ms Ang Poh Inn, SNEF's Director of the Industrial & Workplace Relations Department; and Director for Finance, Real Estate, Social & Community Services, and Professional Services.

Please refer to SNEF website for available dates
Duration : 2 days, 9am to 5pm (14 hours)
Course Venue : SNEF Corporate Learning Centre

Register online at SNEF website www.snef.org.sg
Click on 'Training' and Course Category '**Human Resources / Industrial Relations**'

Enquiries:

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