

HR Practitioners' Guide to Employment Laws

Like its second, the third edition of this guide serves to outline the [employment laws](#) in Singapore in simple language to help readers, especially HR practitioners and tertiary students majoring in Human Resource Management, to have a better understanding of the rights and obligations of both the employers and employees. Many real life scenarios faced by HR practitioners are shared in this guide. It must be said that the solutions given in this guide are by no means exhaustive, but they will certainly be useful for the many common issues that HR practitioners may face in the course of their work.

In this third edition of the guide, there are significantly more scenarios and suggested solutions for each topics as it is critical for HR practitioners and students alike to fully appreciate the applications of the employment laws. It also provides timely and insightful updates on the recent amendments to the employment laws, such as the re-employment guidelines and the new employment dispute resolution mechanism for professionals, managers and executives.

This book will continue to be valuable resource for those who want to learn more about employment laws in Singapore.

Contents:

Chapter 1: Employment Status

- A. Sources of Employment Law
- B. The Parties, Employer and Employee Relationship

Chapter 2: The Contract of Employment

- A. Oral, Writing and Conduct
- B. Offer, Acceptance, Consideration and Intention to Create Legal Relations
- C. Capacity
- D. Drafting of Different Types of Employment Contracts

Chapter 3: Terms of The Contract of Employment

- A. Express Terms
- B. Implied Terms
- C. Conditions and Warranties
- D. Variation of Terms

Chapter 4: Obligations of The Employer

- A. Employment Act
- B. Payment of Salary
- C. Retrenchment Benefits
- D. Pension Payments

- E. CPF Contributions
- F. Skills Development Levy
- G. Rest Days, Hours of Work, Holidays, Annual Leave and Sick Leave
- H. Holidays and Sick Leave Entitlement
- I. Maternity Leave
- J. Shared Parental Leave
- K. Paternity Leave
- L. Childcare Leave
- M. Unpaid Infant Care Leave
- N. Adoption Leave
- O. Trade Union Activities
- P. National Service Matters
- Q. Discrimination
- R. Retirement Age
- S. Maintenance of Registers
- T. Data Protection
- U. Duty of Care
- V. Insurance
- W. Provision of Work
- X. Duty to Treat Employee with Trust and Confidence
- Y. Employer's Duty to Indemnify
- Z. Duty to treat Employee with Trust and Confidence
- ZA. Vicarious Liability
- ZB. Liability for Inducing Breach of Contract

Chapter 5: Obligations of The Employer

- A. Obedience
- B. Capacity and Competence
- C. Duty of Care
- D. Good Faith

Chapter 6: Termination of A Contract of Employment

- A. Performance or Expiry
- B. Frustration
- C. Agreement
- D. Repudiatory or Fundamental Breach

Chapter 7: Health and Safety at The Workplace

- A. The Workplace Safety and Health Act
- B. Work Injury Compensation

Chapter 8: Company Mergers, Amalgamations and Sales of Business

- A. The Position in Common Law
- B. The Position under the Employment Act

Chapter 9: Employment of Foreign Employees

- A. Work Pass Requirements
- B. Immigration Requirements
- C. Income Tax Obligations
- D. Statutory Rights of Foreign Employees

Appendices