

Employment (Part-Time Employees) Regulations

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THE SCHEDULE Formula for determining hourly basic rate of pay, hours of work for one day or one week, and hourly gross rate of pay

Legislative History

EMPLOYMENT ACT
(CHAPTER 91, SECTION 66B)

EMPLOYMENT (PART-TIME EMPLOYEES) REGULATIONS

Rg 8

G.N. No. S 421/1996

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[1st October 1996]

Citation

1. These Regulations may be cited as the Employment (Part-Time Employees) Regulations.

Definitions

2.—(1) In these Regulations —

“basic rate of pay for half a day’s work”, in relation to a part-time employee, means the part-time employee’s hourly basic rate of pay multiplied by half the part-time employee’s normal hours of work for one day;

[\[S 140/2017 wef 01/04/2017\]](#)

“basic rate of pay for one day’s work”, in relation to a part-time employee, means the part-time employee’s hourly basic rate of pay multiplied by the part-time employee’s normal hours of work for one day;

[\[S 140/2017 wef 01/04/2017\]](#)

“full-time employee” means an employee who is required under his contract of service with an employer to work for not less than 35 hours a week;

[\[S 666/2008 wef 01/01/2009\]](#)

“hourly basic rate of pay”, in relation to a part-time employee, means —

- (a) the amount specified in the contract of service of the part-time employee as the part-time employee’s hourly basic rate of pay; or
- (b) if not specified in the contract of service, the amount as determined by the formula in paragraph 1 of the Schedule;

[\[S 140/2017 wef 01/04/2017\]](#)

“hourly gross rate of pay”, in relation to a part-time employee, means —

- (a) the amount specified in the contract of service of the part-time employee as the part-time employee's hourly gross rate of pay; or
- (b) if not specified in the contract of service, the amount as determined by the formula in paragraph 3 of the Schedule;

[S 140/2017 wef 01/04/2017]

“normal hours of work for one day” —

- (a) in relation to a part-time employee, means —
 - (i) the number of hours of work specified in the contract of service of the part-time employee as the part-time employee's number of hours of work for one day; or
 - (ii) if not specified in the contract of service, the number of hours of work as determined by the formula in paragraph 2(a) of the Schedule; or
- (b) in relation to a similar full-time employee, means the normal hours of work as defined in section 37(3A)(a) of the Act;

[S 140/2017 wef 01/04/2017]

“normal hours of work for one week” —

- (a) in relation to a part-time employee, means —
 - (i) the number of hours of work specified in the contract of service of the part-time employee as the part-time employee's number of hours of work for one week; or
 - (ii) if not specified in the contract of service, the number of hours of work as determined by the formula in paragraph 2(b) of the Schedule; or
- (b) in relation to a similar full-time employee, means —
 - (i) the number of hours of work (not exceeding the limits applicable to a full-time employee under section 38 or 40 of the Act, as the case may be) that is agreed between an employer and the similar full-time employee to be the number of hours of work for one week; or
 - (ii) in the absence of any such agreement, 44 hours in one week;

[S 140/2017 wef 01/04/2017]

“part-time employee” means an employee who is required under his contract of service with an employer to work for less than 35 hours a week;

[S 666/2008 wef 01/01/2009]

“similar full-time employee”, in relation to a part-time employee, means a full-time employee who is employed by the employer of the part-time employee to carry out duties similar to those of the part-time employee.

(2) Where there is no similar full-time employee, it shall be deemed, for the purposes of calculating any entitlement under these Regulations, that the similar full-time employee is —

- (a) required to work 8 hours a day and 44 hours a week;
- (b) entitled to paid annual leave, based on a period of continuous service equal to that of the part-time employee, in accordance with section 88A(1) of the Act; and
- (c) entitled to paid sick leave in accordance with section 89(1) or (2) of the Act.

[S 201/2019 wef 01/04/2019]

[S 666/2008 wef 01/01/2009]

Items to be specified in contract of service

3.—(1) Every contract of service of a part-time employee shall specify —

- (a) his hourly basic rate of pay;
- (b) his number of hours of work for one day or one week;
- (c) his number of working days for one week or one month; and
- (d) his hourly gross rate of pay, with the description and amount of each allowance payable separately itemised.

[S 140/2017 wef 01/04/2017]

(2) Where a contract of service does not specify any item mentioned in paragraph (1)(a), (b) or (d), that item is to be determined according to the formula set out in paragraph 1, 2 or 3 of the Schedule, as the case may be.

[S 140/2017 wef 01/04/2017]

Payment for work on rest day

4.—(1) Section 37(2) of the Act applies to a part-time employee who at the part-time employee’s own request works for an employer on a rest day, with the following modifications:

- (a) if the period of work does not exceed half the part-time employee’s normal

hours of work for one day, the part-time employee is to be paid for that day a sum at the part-time employee's basic rate of pay for half a day's work;

- (b) if the period of work exceeds half but does not exceed the part-time employee's normal hours of work for one day, the part-time employee is to be paid for that day a sum at the part-time employee's basic rate of pay for one day's work;
- (c) if the period of work exceeds the part-time employee's normal hours of work for one day but does not exceed the normal hours of work for one day of a similar full-time employee, the part-time employee is to be paid for that day —
 - (i) a sum at the part-time employee's basic rate of pay for one day's work; and
 - (ii) at the part-time employee's hourly basic rate of pay for each hour or part thereof which exceeds the part-time employee's normal hours of work for one day;
- (d) if the period of work exceeds the normal hours of work for one day of a similar full-time employee, the part-time employee is to be paid for that day —
 - (i) a sum at the part-time employee's basic rate of pay for one day's work;
 - (ii) at the part-time employee's hourly basic rate of pay for each hour or part thereof which exceeds the part-time employee's normal hours of work for one day but does not exceed the normal hours of work for one day of a similar full-time employee; and
 - (iii) at one and a half times the part-time employee's hourly basic rate of pay for each hour or part thereof which exceeds the normal hours of work for one day of a similar full-time employee.

(2) Section 37(3) of the Act applies to a part-time employee who, at the request of the part-time employee's employer, works on a rest day, with the following modifications:

- (a) if the period of work does not exceed half the part-time employee's normal hours of work for one day, the part-time employee is to be paid for that day a sum at the part-time employee's basic rate of pay for one day's work;
- (b) if the period of work exceeds half but does not exceed the part-time