

HRSINGAPORE

Question - Letter of Employment - Update 1

Dear all,

May I know if Letters of Appointment are HR controlled docs? Can other departments other than HR Dept demand to keep a soft copy of those employed under them?

Thank you for sharing.

Grace

REPLY 1

May share with the Dept Manager (not supervisor level) for their staff but the original copy should be kept by HR.

TL

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The Employment Act & Its Practical Applications Workshop

- 24 August 2016

The Employment Act (EA) was enacted in 1968. It is Singapore's main labour law that seeks to provide for the basic terms and working conditions for all types of employees except those employed in managerial or executive

positions, seamen and domestic workers. It also seeks to ensure reasonable employment standards while balancing businesses' need to stay competitive.

A good understanding of the Employment Act will result in positive Employee Engagement and build Industrial Relations harmony by minimizing disputes between Employers and Employees or Union. As such, it shapes the responsibilities and relationship between Employers and Employees.

During the seminar, participants will be able to differentiate Contract of Service and Contract for Service, Termination and Dismissal, to identify when an employment contract is broken, to handle no show cases for recruitment, as well as the legal requirements for public holidays, sick leaves, annual leave and maternity leave.

For details, please click on: <http://hrsingapore.org/eapa/>



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