

Description

Choose the route that matches your case

Establish eligibility

Record start and termination dates and the method used for partial years.

Read the contract first

A collective agreement or employment contract can specify the quantum. According to [Tripartite advisory on excess manpower](#), the controlling detail for this branch is the specific rule or service condition cited here.

Keep the exact clause and any definition of salary.

Model a range, not a promise

The published norm spans two weeks to one month per year. According to [MOM responsible retrenchment guide](#), the controlling detail for this branch is the specific rule or service condition cited here.

Show low, midpoint and high scenarios and label negotiation assumptions.

Use the correct salary base

MOM says the salary before a recent cut should determine compensation. According to [Tripartite advisory on excess manpower](#), the controlling detail for this branch is the specific rule or service condition cited here.

Separate base salary, fixed allowances and excluded items according to the controlling term.

Coordinate other payments

Notice pay, salary, leave encashment and retrenchment benefit are different lines. According to [MOM responsible retrenchment guide](#), the controlling detail for this branch is the specific rule or service condition cited here.

Build a statement that prevents double counting or omission.

Document communication

The calculation should be explained privately and consistently. According to [Tripartite advisory on excess manpower](#), the controlling detail for this branch is the specific rule or service condition cited here.

Give the employee the inputs, formula, payment date and contact for questions.

Run the numbers or sequence

At S\$5,200 monthly salary and six years of service, a two-week-per-year illustration is about S\$15,600 using half a month for each year; one month per year is S\$31,200. The actual term may differ.

The calculation or sequence above is an LBRD working example. Replace every example input with the amount, date, access condition or document from your own case. Keep the official rate or threshold

beside the working so another person can reproduce the answer.

Build a verification note another person can check

Before acting, create a one-page case note headed with the task, the date checked and the person responsible. Copy only the facts that affect your decision, then attach the statement, booking, application, receipt, map record or screenshot that supplies your own input. This separates a published rule from a personal assumption. If the official page changes, keep the earlier dated record but rework the decision with the live version.

Controlling source	What to verify	What to retain
MOM responsible retrenchment guide	Eligibility, contractual priority, prevailing benefit range and pre-cut salary treatment.	Record the page date, the exact rule used and the case input it governs.
Tripartite advisory on excess manpower	Responsible process, notice and benefit guidance.	Record the page date, the exact rule used and the case input it governs.

Read the source in context, including definitions, exceptions and effective dates. A relevant page is not proof by itself: the cited passage must contain the particular rate, deadline, eligibility condition, access rule or warning used here. Where two official channels appear inconsistent, pause and ask the authority about the exact case rather than choosing the more convenient answer.

Use the guide with its limits

For a business, the person who knows the rule is not always the person who controls payroll, Bizfile, the bank guarantee or the grant file. Assign an owner and reviewer, preserve the submission acknowledgement and schedule a check after the external system has processed the change.

No interview, personal use, fresh field visit, survey result or price check is claimed unless explicitly stated. Availability, fees and procedures can change. Reopen the linked authority page immediately before payment, travel, filing or emergency use.

Before you act

1. Confirm service dates
2. Read contract or collective agreement
3. Choose salary basis
4. Model the range
5. Separate other final payments
6. Record approval
7. Issue a transparent statement

Mistakes that change the outcome

- Calling the norm guaranteed
- Using post-cut salary
- Mixing notice pay and benefit
- Ignoring partial-year method
- Publishing employee details

Continue with the relevant LBRD guide

Next, [track the employer notification duty](#). You can also [retain the supporting records](#).

Questions readers ask

Which source controls this decision?

MOM responsible retrenchment guide controls the main rule, with Tripartite advisory on excess manpower used for the second check.

Can I use the worked example as my final figure?

No. Replace every input with your own dated record and confirm the live rule before acting.

What should I save?

Keep the official page date, your case inputs, the calculation or sequence, and the submission or payment acknowledgement.

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