

# Conditions of Employment, 2014



**MINISTRY OF  
MANPOWER**

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Director  
Manpower Research and Statistics Department  
Ministry of Manpower  
18 Havelock Road #05-01  
MOM Building  
Singapore 059764  
Republic of Singapore

Fax: 63171804

Email: [mom\\_rsd@mom.gov.sg](mailto:mom_rsd@mom.gov.sg)



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## **Notations**

- : Nil or negligible
- n.a. : Not available
- No. : Number
- s : Data suppressed due to small number of observations

## **Abbreviations**

- F&B : Food & Beverage
- M&E : Management & Executive
- MC : Medical Certificate
- RAF : Rank & File
- Sat : Saturday

## Highlights

- Amid the tight labour market and on-going initiatives which support work-life harmony, the proportion of establishments which provided at least one formal flexible work arrangement (FWA)<sup>1</sup> improved steadily from 38% in 2011 to 47% in 2014.
- Among the various formal FWAs, part-time work remained the most prevalent, offered by 36% of all establishments. This was followed by flexi-time (12%), staggered hours (11%) and formal tele-working (5.8%).
- Although not a statutory requirement, many employers were generous in providing compassionate leave (89%) and marriage leave (71%). Four in ten establishments (42%) provided unpaid leave of more than one month (e.g. to pursue personal interests, sabbatical, to attend to family matters), followed by study/ examination leave (37%), parental care/ sick leave (17%) and childcare sick leave (16%).
- The share of full-time employees who were entitled to at least 15 days of paid annual leave edged up from 2012 by 1.3%-points to 42% in 2014.
- The five-day work-week continued to be the common practice, with 46% of full-time employees under such an arrangement in 2014, up 1.7%-points from 2012. The remaining full-time employees were mostly having a work-week of six days (19%) or five-and-a-half days (14%), or on shift work (14%).
- Absenteeism due to illness was stable over the years. The proportion of employees that took outpatient sick leave (58%) and the average duration taken by them (4.7 days) was the same as 2011. The share of employees who took hospitalisation leave edged up 1.0%-point to 5.2% in 2013.

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<sup>1</sup> Excluding unplanned time-off and informal/ad-hoc tele-working.

# Conditions of Employment, 2014

## Introduction

1.1 This report examines the general employment conditions and workplace practices of establishments in Singapore. Topics covered include work-week pattern, leave entitlements, flexible work arrangements and sickness absenteeism.

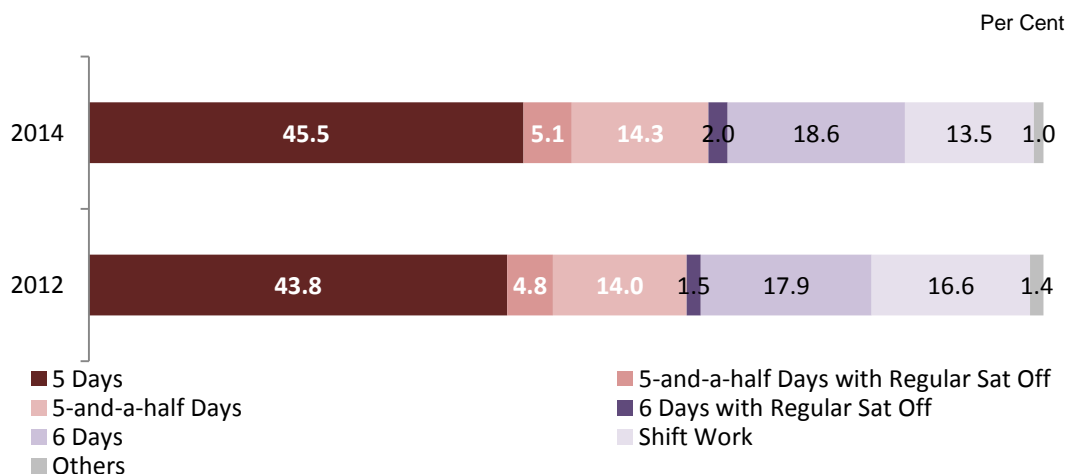
1.2 Data are obtained from the *Conditions of Employment Survey, 2014* where the fieldwork was conducted from 27 June 2014 to 5 September 2014. The survey covered private sector establishments each with at least 25 employees and the public sector comprising government ministries, organs of state and statutory boards. A total of 3,800 establishments employing 1,293,600 employees responded to the survey, yielding a response rate of 91.6%. The survey coverage and methodology are in [Annex A](#).

## Work-Week Pattern

### **5-day work-week continued to be the norm**

2.1 The proportion of full-time employees under a 5-day work-week arrangement rose by 1.7%-points from 2012 to 46% in 2014, largely reflecting the increase in incidence among management and executives (M&Es) under such a work-week arrangement. The remaining full-time employees were mostly having a work-week of 6 days (19%) or 5½ days (14%), or on shift work (14%) ([Chart 1](#)).

**Chart 1: Distribution Of Full-Time Employees By Work-Week Pattern, 2012 and 2014**



Notes:

- (1) "Others" refer to irregular work-week patterns which include working less than 5 days.
- (2) Data may not add up due to rounding.

**5 day work-week was more common among management & executives than rank & file employees**

2.2 In 2014, more than three in four (77%) M&Es were on the 5-day work-week, compared with one in four (25%) Rank-And-File (RAF) employees who were on a similar arrangement since the bulk of lower-end jobs i.e. cleaners, security guards, waiters required workers to clock in longer work weeks (days) or rotating-shifts. Consequently, 6-day (28%) and 5½ days (19%) work-week as well as shift work (19%) were more common among RAF employees (Table 1).

2.3 The majority of employees in industries with greater reliance on M&Es such as *financial & insurance services* (93%), *information & communications* (90%) and *professional services* (81%) were on a 5-day work-week. On the other hand, the 6-day work-week was more common in *construction* (55%), *cleaning & landscaping* (42%), *F&B services* (42%) while the incidence of shift work was much higher in *accommodation* (50%), *security & investigation* (46%) and *manufacturing of electronic, computer & optical products* (42%) (Annex B – Table B1).

**Table 1: Distribution Of Full-Time Employees  
By Work-Week Pattern, Type Of Employees And Sector, 2012 and 2014**

		Per Cent						
Work-Week Pattern	Total	5 Days	5½ Days with Regular Sat Off	5½ Days	6 Days with Regular Sat Off	6 Days	Shift Work	Others
<b>Overall</b>	<b>100.0</b>	<b>45.5</b> (43.8)	<b>5.1</b> (4.8)	<b>14.3</b> (14.0)	<b>2.0</b> (1.5)	<b>18.6</b> (17.9)	<b>13.5</b> (16.6)	<b>1.0</b> (1.4)
<b>By Type Of Employees</b>								
Management & Executive	100.0	77.2 (75.1)	4.5 (5.1)	7.9 (7.4)	0.7 (0.6)	3.6 (3.6)	5.4 (7.1)	0.7 (1.1)
Rank-And-File	100.0	24.6 (24.1)	5.5 (4.6)	18.5 (18.1)	2.9 (2.0)	28.4 (26.9)	18.9 (22.7)	1.2 (1.6)
<b>By Sector</b>								
Manufacturing	100.0	42.9 (42.9)	3.7 (4.3)	21.1 (21.5)	2.1 (1.2)	10.6 (7.4)	19.1 (22.4)	0.5 (0.2)
Construction	100.0	8.8 (7.2)	4.8 (5.2)	24.5 (22.6)	5.5 (4.0)	54.5 (59.0)	1.8 (1.6)	- (0.4)
Services	100.0	51.8 (48.4)	6.0 (5.1)	10.7 (10.7)	1.2 (1.1)	13.9 (13.6)	14.8 (18.8)	1.7 (2.4)

Notes:

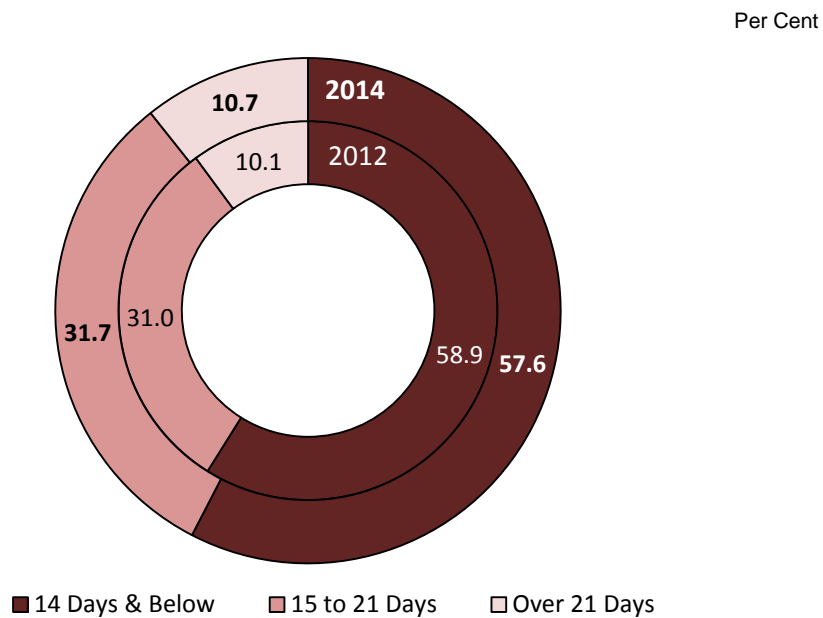
- (1) Overall figures pertain to all establishments (both private and public) while figures by sector pertain to the private sector.
- (2) Figures in parenthesis refer to 2012 data.
- (3) "Others" refer to irregular work-week patterns which include working less than 5 days.
- (4) Data may not add up due to rounding.
- (5) Shaded cells pertain to the three most common work-week patterns for the respective employee type and sector in 2014.
- (6) Refer to Annex B – Table B1 for industry breakdown.
- (7) '-': Nil or negligible.

## Annual Leave Entitlement

### *Four in ten employees entitled to at least 15 days of paid annual leave*

3.1 The share of full-time employees who were entitled to at least 15 days of paid annual leave inched up from 2012 by 1.3%-point to 42% in 2014, comprising of 11% with over 21 days and 32% with 15 to 21 days (Chart 2). M&Es continued to enjoy better leave benefits with almost three in every four (73%) having at least 15 days of paid annual leave, compared to RAF employees (23%) (Table 2).

**Chart 2: Distribution Of Full-Time Employees By Annual Leave Entitlement, 2012 and 2014**



Note: "14 Days and Below" includes employees who were not entitled to a fixed number of paid annual leave days.



**Table 2: Distribution Of Full-Time Employees  
By Annual Leave Entitlement, Type Of Employees And Sector, 2012 and 2014**

Per Cent

	Total	Over 21 Days	15 to 21 Days	14 Days & Below
<b>Overall</b>	<b>100.0</b>	<b>10.7</b> <b>(10.1)</b>	<b>31.7</b> <b>(31.0)</b>	<b>57.6</b> <b>(58.9)</b>
<b>By Type of Employees</b>				
Management & Executive	100.0	21.7 (21.7)	50.9 (49.6)	27.4 (28.7)
Rank-And-File	100.0	3.5 (2.8)	19.2 (19.5)	77.3 (77.7)
<b>By Sector</b>				
Manufacturing	100.0	3.3 (3.0)	38.5 (34.2)	58.2 (62.8)
Construction	100.0	0.8 (0.9)	5.6 (5.9)	93.6 (93.2)
Services	100.0	14.2 (12.8)	35.2 (35.3)	50.6 (51.9)

Notes:

- (1) Overall figures pertain to all establishments (both private and public) while figures by sector pertain to the private sector.
- (2) Figures in parenthesis refer to 2012 data.
- (3) "14 Days and Below" includes employees who were not entitled to a fixed number of paid annual leave days.
- (4) Shaded cells pertain to the most common annual leave entitlement for the respective employee type and sector in 2014.
- (5) Refer to [Annex B – Table B2](#) for industry breakdown.

## Non-Statutory Family-Friendly Paid Leave

### *Compassionate and marriage leave were more commonly offered*

4.1 Although not stipulated by law, many employers were generous in providing compassionate leave (89%) and marriage leave (71%). The provision of unpaid leave of more than 1 month (e.g. to pursue personal interests, sabbatical, to attend to family matters) was collected for the first time in the 2014 survey, with 42% establishments providing this leave benefit. Other less common family-friendly paid leave extended by employers include study/ examination leave (37%), parental care/ sick leave (17%) and childcare sick leave (16%).

4.2 Compared with two years ago, the proportion of establishments which gave marriage leave as well as compassionate leave was a tad lower (by 1.3%-points and 0.6%-point respectively). Nevertheless, the less common leave benefits such as study/ examination leave (1.3%-points), parental care/ sick leave (1.7%-points) and childcare sick leave (1.1%-points) all saw improvements over the last two years.

**Table 3: Proportion Of Establishments That Provided Types Of Non-Statutory Family-Friendly Paid Leave By Sector, 2012 and 2014**

	Compassionate Leave	Marriage Leave	Unpaid Leave Of More Than 1 Month	Study/ Examination Leave	Parental Care/ Sick Leave	Childcare Sick Leave (MC Required)
<b>Overall</b>	<b>88.8</b> <b>(89.4)</b>	<b>71.2</b> <b>(72.5)</b>	<b>42.0</b> <b>(n.a.)</b>	<b>37.0</b> <b>(35.7)</b>	<b>17.3</b> <b>(15.6)</b>	<b>16.1</b> <b>(15.0)</b>
<b>By Sector</b>						
Manufacturing	90.0 (90.0)	75.5 (77.5)	42.0 (n.a.)	41.2 (37.0)	13.1 (10.4)	12.0 (12.7)
Construction	80.3 (80.8)	59.0 (60.5)	42.1 (n.a.)	28.9 (27.2)	19.9 (19.7)	18.0 (17.8)
Services	91.2 (92.1)	73.9 (74.7)	41.6 (n.a.)	38.0 (37.7)	17.1 (15.2)	16.2 (14.0)

**Notes:**

- (1) Overall figures pertain to all establishments (both private and public) while figures by sector pertain to the private sector.
- (2) Figures in parenthesis refer to 2012 data.
- (3) Data on unpaid leave of more than one month was newly collected this year.
- (4) Data pertain to permanent employees and employees on term contract of at least one year.
- (5) Shaded cells pertain to sectors with below average incidence of granting the respective non-statutory family paid leave in 2014.
- (6) 'n.a.': not available.
- (7) Refer to [Annex B – Table B3](#) for industry breakdown.

## Work-Life Arrangements

5.1 Flexible work arrangements (FWAs) such as part-time working, flexitime, staggered hours, tele-working, facilitate a work-life fit for employees and enable them to better meet their personal and career aspirations. Furthermore, with the tight job market and aging population, work-life practices can help employers expand their recruitment pool to include people who are unable to work traditional office hours due to family or personal commitments.

### **More employers offering formal flexible work arrangements**

5.2 The provision of formal FWAs<sup>2</sup> among establishments has steadily improved over the years. The proportion of establishments offering at least one formal FWA rose from 38% in 2011 to 47% in 2014.

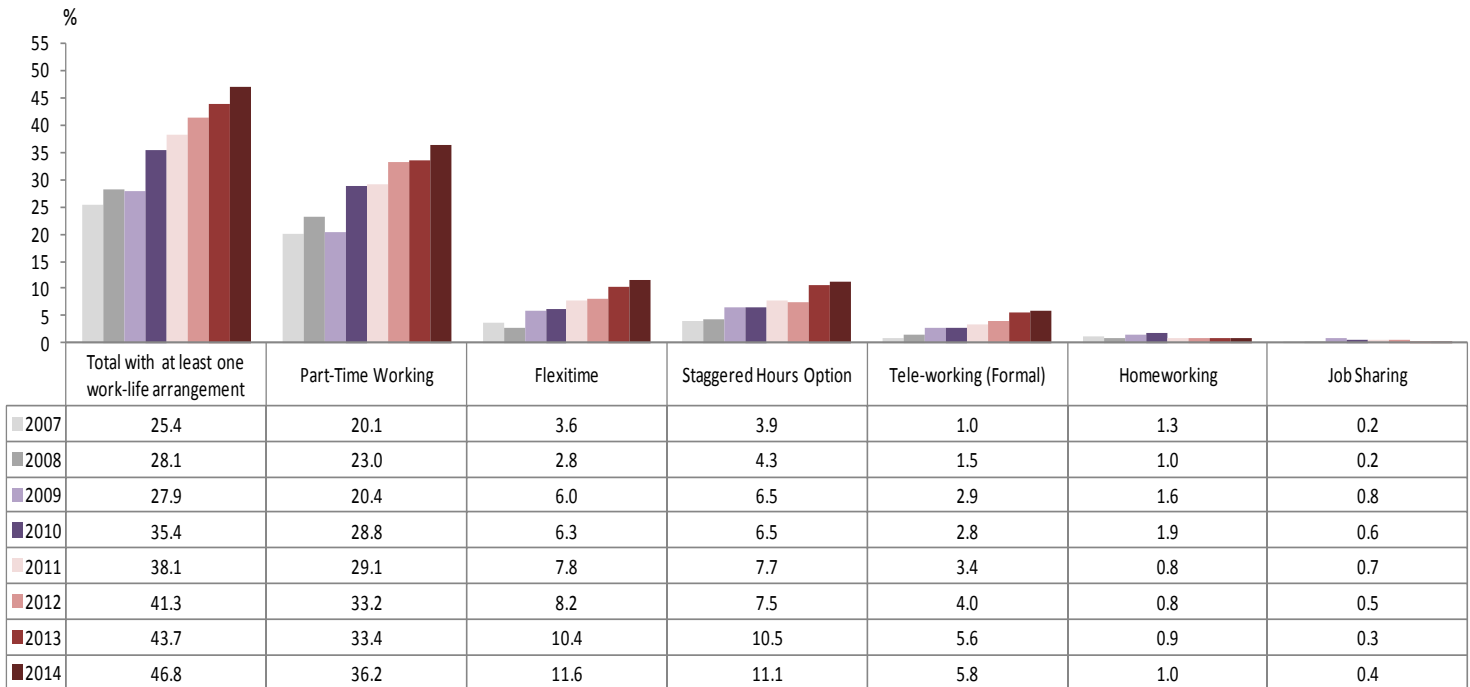
5.3 Part-time working was the most prevalent formal FWA offered by 36% of establishments, up from 33% in 2013. Comparatively, the rise in the provision of flexi-time (from 10% to 12%), staggered hours (unchanged at 11%) and formal tele-working (from 5.6% to 5.8%) home-working (from 0.9% to 1.0%) and job sharing (from 0.3% to 0.4%) by establishments were more muted over the same period ([Chart 3](#)).

5.4 In the private sector, establishments in the *services* sector (55%) were more likely to offer at least one type of formal FWA than those in *manufacturing* (36%) and *construction* (31%). The prevalence of each FWA, however, varied across industries, reflecting the differing nature of businesses and organisational needs. For instance, part-time work was most frequently offered by establishments in *education* (78%), *health & social services* (77%), *cleaning & landscaping* (62%), *F&B services* (57%), *insurance services* (57%) and *security & investigation* (56%), while flexitime was more commonly provided in *electronic, computer & optical products manufacturing* (28%), *telecommunications, broadcasting & publishing* (22%), *professional services* (18%), *financial services* (16%), *insurance services* (14%) and *security & investigation* (15%), ([Annex B – Table B4](#)).

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<sup>2</sup> Excluding unplanned time-off and informal/ad-hoc tele-working.

**Chart 3: Proportion Of Establishments Offering Formal Flexible Work Arrangements, 2007 To 2014**



**Notes:**

- (1) Data pertain to permanent employees and employees on term contract of at least one year.
- (2) Figures refer to establishments that offered the respective formal FWA as a proportion of all establishments.
- (3) 'Total' refers to establishments offering at least one type of formal FWA (excluding unplanned time-off and informal/ad-hoc tele-working). Before 2011, 'total' included informal/ad-hoc tele-working.
- (4) Formal tele-working refers to an arrangement where employees tele-work for an extended period of time. This differs from an informal tele-working arrangement where employees tele-work on an ad-hoc basis for personal reasons (e.g. to cope with family emergencies).
- (5) Data do not add up to 'total' as establishments can offer more than one formal FWA.
- (6) Refer to [Annex B – Table B4](#) for industry breakdown.

5.5 Other than formal arrangements, establishments may also choose to provide work-life flexibility on an informal basis such as informal/ ad-hoc tele-working and unplanned time-off. Such arrangements generally require less resources and minimal adjustments on the part of the establishments.

***Almost one in five establishments offered informal/ad-hoc tele-working***

5.6 Instead of formalising tele-working arrangements, employers may allow employees to tele-work away from office on an informal or ad-hoc basis, as and when required for personal reasons. In 2014, almost one in five (19%) establishments provided staff with informal tele-working, higher than formal tele-working (5.8%). Both were higher than a year ago (17% and 5.6%) ([Chart 3](#) and [Table 4](#)).

**Nearly seven in ten establishments provided unplanned time-off**

5.7 In 2014, almost seven in ten (69%) establishments provided unplanned time-off for their staff to attend to personal matters, up from 2013 (67%) ([Table 4](#)). Industries such as *electronic, computer, & optical products manufacturing* (89%), *financial services* (84%) and *information & communications* (83%) had higher incidence of unplanned time-off. In contrast, those in *petroleum, chemical & pharmaceutical products* (51%) and *retail trade* (59%) among the lowest ([Annex B – Table B5](#)).

**Table 4: Proportion Of Establishments Offering  
Formal Flexible Work Arrangement And Unplanned Time-off / Informal Tele-work, 2014**

	Per Cent					
	Total	2014		2013		
		Yes	No	Total	Yes	No
<b>Informal Tele-Work</b>	<b>100.0</b>	<b>19.3</b>	<b>80.7</b>	<b>100.0</b>	<b>17.4</b>	<b>82.6</b>
<b>Unplanned Time-off</b>	<b>100.0</b>	<b>69.2</b>	<b>30.8</b>	<b>100.0</b>	<b>66.7</b>	<b>33.3</b>

Notes:

- (1) Data pertain to permanent employees and employees on term contract of at least one year.
- (2) Data may not add up to 'total' due to rounding.
- (3) Refer to [Annex B – Table B5](#) for industry breakdown.

## Sickness Absenteeism

### *The proportion of employees taking outpatient sick leave stabilised while hospitalisation leave taken edged up*

6.1 In 2013, the proportion of employees that took outpatient sick leave (58%) and the average duration taken by them (4.7 days) was the same as 2011. For hospitalisation leave, the incidence rose by 1.0%-point to 5.2% in 2013, although the average days of such leave consumed declined from 16.0 days in 2011 to 14.3 days in 2013.

6.2 While M&Es were more likely than RAF employees to take outpatient and hospitalisation sick leave, M&Es on average consumed fewer days of leave than RAF employees. Employees in *manufacturing* had a higher tendency of employees taking outpatient sick leave while employees in *services* saw higher incidence of taking hospitalisation leave (Table 5), mainly in *health & social services* (11%) and *accommodation* (9.9%)

**Table 5: Sickness Absenteeism, 2011 & 2013**

Sickness Absenteeism	Outpatient Sick Leave			Hospitalisation Leave		
	Proportion of Employees who Took Outpatient Sick Leave (%)	Average No. Of Outpatient Sick Leave Taken per Outpatient Sick Absentee (Days)	Average No. Of Outpatient Sick Leave Taken per Employee (Days)	Proportion of Employees who Took Hospitalisation Leave (%)	Average No. Of Hospitalisation Sick Leave Taken per Hospitalisation Sick Absentee (Days)	Average No. Of Hospitalisation Leave Taken per Employee (Days)
<b>Overall</b>	<b>58.4</b> <b>(58.2)</b>	<b>4.7</b> <b>(4.7)</b>	<b>2.8</b> <b>(2.7)</b>	<b>5.2</b> <b>(4.2)</b>	<b>14.3</b> <b>(16.0)</b>	<b>0.7</b> <b>(0.7)</b>
<b>By Type of Employees</b>						
Management & Executives	62.0 (59.5)	4.6 (4.4)	2.8 (2.6)	5.3 (4.4)	13.0 (13.2)	0.7 (0.6)
Rank-And-File Employees	56.1 (57.4)	4.8 (4.8)	2.7 (2.7)	5.1 (4.0)	15.2 (17.9)	0.8 (0.7)
<b>By Sector</b>						
Manufacturing	66.4 (65.9)	4.7 (4.6)	3.1 (3.0)	5.0 (4.0)	14.0 (15.7)	0.7 (0.6)
Construction	40.6 (38.1)	3.4 (3.3)	1.4 (1.3)	2.0 (1.7)	15.4 (20.8)	0.3 (0.4)
Services	58.5 (59.1)	4.8 (4.7)	2.8 (2.7)	5.4 (4.5)	14.4 (15.9)	0.8 (0.7)

Notes:

- (1) Overall figures pertain to all establishments (both private and public) while figures by sector pertain to the private.
- (2) Figures in parenthesis refer to 2011 data.
- (3) Refer to [Annex B – Table B6](#) for industry breakdown.

## Concluding Remarks

7.1 Amid the tight labour market and on-going initiatives which support work-life harmony, provision of at least one formal flexible work-life arrangements improved steadily over the years. Employers were also going beyond statutory requirements to provide various leave benefits to help their employees cope with family commitments, with *compassionate leave* and *marriage leave* being more common.

## **Survey Coverage And Methodology**

### **Introduction**

The *Conditions of Employment Survey, 2014* was conducted by the Manpower Research and Statistics Department of the Ministry of Manpower under the Statistics Act (Chapter 317). The survey was conducted from 27 June 2014 to 5 September 2014.

### **Objective**

The survey was conducted to study the general employment conditions and workplace practices covering work-week pattern, annual leave entitlement, non-statutory family-friendly paid leave, flexible work-life arrangements and sickness absenteeism.

### **Coverage**

The survey covered private sector establishments each with at least 25 employees and the public sector comprising government ministries, organs of state and statutory boards. A total of 3,800 establishments employing 1,293,600 employees responded to the survey, yielding a response rate of 91.6%.

The results were weighted to reflect the population of private sector establishments with at least 25 employees by using expansion factors based on sampling fraction.

### **Methodology**

The survey was conducted using mail questionnaires. Respondents could submit their returns online, by post, email or fax, with clarifications made over the phone.

### **Reference Period**

Most of the information provided in the survey returns was based on the establishments' practices as at 30 June 2014, except for information on sickness absenteeism which was based on data for calendar year 2013.



## Data Collected

Establishments were asked to provide information pertaining to the following topics:

- Work-week pattern
- Annual leave entitlement
- Non-statutory family-friendly paid leave
- Flexible work-life arrangements
- Sickness absenteeism

## Classification

The industries of the surveyed establishments were classified according to the Singapore Standard Industrial Classification (SSIC) 2010.

## CONCEPTS AND DEFINITIONS

- Management and executives : These refer to employees who hold managerial and supervisory responsibilities. They may or may not have substantial influence over the hiring, firing, promotion, transfer, reward or discipline of employees. Also, they may or may not have access to confidential information.
- Rank-and-file employees : These employees refer to employees who are in the technical, clerical, sales, service, craftsmen, production, transport, cleaning and related positions. They are not employees in managerial or executive positions.
- Annual leave entitlement : This refers to the leave entitlement of full-time employees for a year of service. For employees on probation, their annual leave is reported based on the entitlement after their probation period.
- Full-time employees : This refers to employment where the normal hours of work is at least 35 hours a week.
- Sickness absenteeism : This refers to the actual sick leave taken, regardless of whether it is paid or unpaid. It includes sick leave under the Work Injury Compensation Act, but excludes maternity and annual leave.

- Paid parental care/sick leave : This refers to paid leave granted to employees for taking care of their parents (including step-parents and parents-in-law) when they are sick or when the main caregiver is not available. Employees can also utilise the leave to accompany their parents for medical appointments.
- Paid study/ examination leave : This refers to paid leave given to employees to attend/pursue a full-time or part-time course (e.g. diploma or degree courses).
- Part-time working : This normally refers to total working hours of less than 35 hours in a week. This work arrangement includes those who work half-days or only some days per week but excludes workers who work 'on and off' and temporary employees who work the normal hours.
- Flexitime : This is an arrangement where employees can vary their daily start and finish times to suit their work and personal commitments so long as they work the total hours agreed for an accounting period, usually a week or month in the office.
- Tele-working : This is an arrangement where employees perform work in places other than the office and the job is performed using information and communication technologies. Employees under this work arrangement may be required to spend certain "core" times or days in the office. Tele-working (formal) refers to an arrangement where employees tele-work for an extended period of time. This differs from an informal tele-working arrangement where employees tele-work on an ad-hoc basis, for personal reasons (e.g. to cope with family emergencies).
- Homeworking : This is an arrangement where employees undertake work mainly in their homes without using information and communication technologies. Such jobs usually involved production of goods or services. It excludes those who are tele-working.

- Job sharing : This is an arrangement where the workload of a full-time job is split between two or more people in the office. The jobsharers work at different times, although there may be a time overlap to maintain continuity. They may each work part of the day or week, or alternate weeks (depending on their and their employers' circumstances) on an ongoing, regular basis. The pay, holidays and other benefits are usually pro-rated according to the number of hours they each work.
- Staggered hours : This is an arrangement characterised by different starting and finishing hours (e.g. start time can vary from 7am to 10am with finish time adjusted accordingly) around compulsory core hours (e.g. 10am to 4pm).
- Informal or ad-hoc tele-working : This is an informal arrangement whereby an establishment provides employees with the choice to tele-work outside the office (e.g. from home) on an ad-hoc basis, for personal reasons (e.g. to cope with family emergencies). This is usually an informal arrangement between employers and employees.
- Unplanned time-off to attend to personal matters : This refers to granting of time-off from work to attend to personal matters. Employees may or may not be required to 'make-up' for the time away from work.

## RELIABILITY OF DATA

In a sample survey, inferences about the target population are drawn from the data collected from the sample. Errors due to extension of the conclusions based on one sample to the entire population are known as sampling errors. The sampling error of an estimate is the difference between the estimated value obtained from a sample and the actual value from the population. Factors influencing the sampling error include the sample size, the sample design, method of estimation, the variability of the population and the characteristics studied.

The most common measure of the sampling error of an estimate is its standard error, which is a measure of the variation among the estimates derived from all possible samples. An alternative measure is the relative standard error of an estimate which indicates the standard error relative to the magnitude of the estimate. A sample estimate and an estimate of its standard error can be used to construct an interval that will, at specified levels of confidence, include the actual value. About 68, 95 and 99 per cent of estimates from all possible samples will fall within the interval defined by one, two or three standard errors respectively on either side of the estimate. By statistical convention, the confidence level has been set at 95 per cent.

Estimates of the sampling variability of selected indicators are as follows:

		Estimate (%)	Standard Error (%-points)	Relative Standard Error (%)	95% Confidence Interval (%)	
					Lower	Upper
<b>DISTRIBUTION OF FULL-TIME EMPLOYEES BY <sup>1</sup></b>						
Work-Week Pattern	5 Days	45.5	0.3	0.6	44.9	46.1
	5-and-a-half Days with Regular Sat Off	5.1	0.1	2.9	4.8	5.4
	5-and-a-half Days	14.3	0.3	2.1	13.7	14.9
	6 Days with Regular Sat Off	2.0	0.1	6.9	1.7	2.3
	6 Days	18.6	0.3	1.8	17.9	19.2
	Shift Work	13.5	0.2	1.1	13.2	13.8
	Others <sup>2</sup>	1.0	0.0	3.1	1.0	1.1
Annual Leave Entitlement	Over 21 Days	10.7	0.1	1.0	10.5	10.9
	15 to 21 Days	31.7	0.2	0.7	31.3	32.2
	14 Days & Below	57.6	0.3	0.4	57.1	58.1
<b>Distribution of establishments <sup>1,3</sup></b>						
Flexible Work Arrangements (FWA)	Offered at least one form of FWA (excluding unplanned time-off and informal/ad-hoc tele-working)	46.8	0.9	1.9	45	48.6

Notes:

(1) Data pertain to private sector establishments with at least 25 employees and the public sector.

(2) "Others" refer to irregular work-week patterns which include working less than 5 days.

(3) Data pertain to permanent employees and employees on term contract of at least one year.

## Annex B

**Table B1: Distribution Of Full-Time Employees By Work-Week Pattern, June 2014**

SSIC 2010	Total	5 Days	5½ Days With Regular Saturday Off	5½ Days	6 Days With Regular Saturday Off	6 Days	Shift Work	Others	Per Cent
<b>OVERALL (PUBLIC &amp; PRIVATE SECTORS)</b>	<b>100.0</b>	<b>45.5</b>	<b>5.1</b>	<b>14.3</b>	<b>2.0</b>	<b>18.6</b>	<b>13.5</b>	<b>1.0</b>	
<b>BY TYPE OF EMPLOYEES</b>									
Management & Executives	100.0	77.2	4.5	7.9	0.7	3.6	5.4	0.7	
Rank & File	100.0	24.6	5.5	18.5	2.9	28.4	18.9	1.2	
<b>BY INDUSTRY (PRIVATE SECTOR)</b>									
<b>MANUFACTURING</b>	<b>100.0</b>	<b>42.9</b>	<b>3.7</b>	<b>21.1</b>	<b>2.1</b>	<b>10.6</b>	<b>19.1</b>	<b>0.5</b>	
Food, Beverages & Tobacco	100.0	26.1	4.7	26.0	1.7	34.7	6.7	0.1	
Paper/ Rubber/ Plastic Products & Printing	100.0	55.3	9.3	13.0	1.9	5.2	15.2	-	
Petroleum, Chemical & Pharmaceutical Products	100.0	69.6	1.3	1.7	-	-	26.5	0.9	
Fabricated Metal Products, Machinery & Equipment	100.0	40.1	4.6	28.4	5.9	12.0	8.7	0.3	
Electronic, Computer & Optical Products	100.0	56.6	0.7	0.2	0.3	0.2	41.9	0.2	
Transport Equipment	100.0	29.6	4.5	39.8	0.5	12.3	12.9	0.4	
Other Manufacturing Industries	100.0	38.4	3.4	15.3	2.1	20.1	18.9	1.7	
<b>CONSTRUCTION SERVICES</b>	<b>100.0</b>	<b>8.8</b>	<b>4.8</b>	<b>24.5</b>	<b>5.5</b>	<b>54.5</b>	<b>1.8</b>	<b>-</b>	
WHOLESALE AND RETAIL TRADE	100.0	51.8	6.0	10.7	1.2	13.9	14.8	1.7	
Wholesale Trade	100.0	42.8	6.3	17.5	1.5	21.7	9.5	0.8	
Retail Trade	100.0	49.4	6.2	19.0	1.5	17.9	5.2	0.8	
TRANSPORTATION AND STORAGE	100.0	26.6	6.4	13.7	1.6	30.8	20.1	0.8	
Land Transport & Supporting Services	100.0	31.6	7.7	12.8	0.7	8.4	27.5	11.3	
Water Transport & Supporting Services	100.0	17.7	5.2	13.6	0.9	31.3	31.0	0.3	
Air Transport & Supporting Services	100.0	43.6	5.7	7.4	1.5	2.0	31.7	8.1	
Other Transport & Storage Services	s	s	s	s	s	s	s	s	
ACCOMMODATION AND FOOD SERVICES	100.0	42.7	18.2	27.7	0.5	4.8	6.0	-	
Accommodation	100.0	17.6	1.6	9.0	2.6	34.3	34.7	0.1	
Food & Beverage Services	100.0	31.8	0.7	4.3	0.5	12.8	49.8	-	
INFORMATION AND COMMUNICATIONS	100.0	12.5	2.0	10.6	3.4	42.1	29.3	0.1	
Telecommunications, Broadcasting & Publishing	100.0	90.5	1.7	1.8	-	0.6	5.4	-	
IT & Other Information Services	100.0	82.6	3.7	2.7	-	1.5	9.4	-	
FINANCIAL AND INSURANCE SERVICES	100.0	95.4	0.5	1.3	-	-	2.8	-	
Financial Services	100.0	92.5	1.2	3.9	-	0.2	2.1	-	
Insurance Services	100.0	91.9	1.4	4.1	-	0.3	2.3	-	
REAL ESTATE SERVICES	100.0	97.6	-	1.9	-	-	0.5	-	
PROFESSIONAL SERVICES	100.0	26.4	13.6	12.2	4.5	29.2	14.1	-	
Legal, Accounting & Management Services	100.0	80.5	2.2	8.8	1.5	3.9	2.9	0.2	
Architectural & Engineering Services	100.0	86.6	1.6	1.8	1.8	2.5	5.3	0.5	
Other Professional Services	100.0	69.7	2.7	19.2	1.3	6.7	0.4	-	
ADMINISTRATIVE AND SUPPORT SERVICES	100.0	89.8	2.8	4.3	1.3	0.7	1.1	-	
Security & Investigation	100.0	29.4	5.9	15.4	2.6	27.9	18.7	0.1	
Cleaning & Landscaping	100.0	16.8	1.0	1.2	1.4	33.1	46.3	0.2	
Other Administrative & Support Services	100.0	14.8	7.3	23.9	6.3	42.0	5.8	-	
COMMUNITY, SOCIAL AND PERSONAL SERVICES	100.0	55.3	9.2	20.4	0.1	9.3	5.6	0.1	
Education	100.0	50.9	11.5	8.2	0.2	8.6	20.4	0.2	
Health & Social Services	100.0	90.2	3.0	4.8	-	0.9	1.1	-	
Other Community, Social & Personal Services	100.0	35.7	20.3	7.2	0.3	4.8	31.5	0.3	
<b>*OTHERS</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>	

\* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Notes:

- (1) "Others" refer to irregular work-week patterns which include working less than 5 days.
- (2) Data may not add up due to rounding.
- (3) '-': Nil or negligible.
- (4) 's': Data suppressed due to small number of observations.

Table B2: Distribution Of Full-Time Employees By Annual Leave Entitlement, June 2014

		Per Cent		
SSIC 2010	Total	Over 21 Days	15 - 21 Days	14 Days & Below
<b>OVERALL (PUBLIC &amp; PRIVATE SECTORS)</b>	<b>100.0</b>	<b>10.7</b>	<b>31.7</b>	<b>57.6</b>
<b>BY TYPE OF EMPLOYEES</b>				
Management & Executives	100.0	21.7	50.9	27.4
Rank & File	100.0	3.5	19.2	77.3
<b>BY INDUSTRY (PRIVATE SECTOR)</b>				
<b>MANUFACTURING</b>	<b>100.0</b>	<b>3.3</b>	<b>38.5</b>	<b>58.2</b>
Food, Beverages & Tobacco	100.0	3.9	17.0	79.1
Paper/ Rubber/ Plastic Products & Printing	100.0	2.3	40.6	57.1
Petroleum, Chemical & Pharmaceutical Products	100.0	13.9	64.8	21.2
Fabricated Metal Products, Machinery & Equipment	100.0	1.2	28.6	70.2
Electronic, Computer & Optical Products	100.0	4.5	61.2	34.3
Transport Equipment	100.0	2.1	31.7	66.2
Other Manufacturing Industries	100.0	2.0	27.1	70.9
<b>CONSTRUCTION SERVICES</b>	<b>100.0</b>	<b>0.8</b>	<b>5.6</b>	<b>93.6</b>
<b>WHOLESALE AND RETAIL TRADE</b>	<b>100.0</b>	<b>14.2</b>	<b>35.2</b>	<b>50.6</b>
Wholesale Trade	100.0	3.8	30.3	65.9
Retail Trade	100.0	4.5	32.2	63.4
TRANSPORTATION AND STORAGE	100.0	2.1	25.7	72.2
Land Transport & Supporting Services	100.0	11.5	36.4	52.1
Water Transport & Supporting Services	100.0	3.8	33.1	63.1
Air Transport & Supporting Services	s	s	s	s
Other Transport & Storage Services	100.0	12.8	48.4	38.8
ACCOMMODATION AND FOOD SERVICES	100.0	4.5	28.0	67.5
Accommodation	100.0	2.1	13.3	84.6
Food & Beverage Services	100.0	7.1	28.9	64.0
INFORMATION AND COMMUNICATIONS	100.0	0.3	7.7	92.0
Telecommunications, Broadcasting & Publishing	100.0	8.7	56.1	35.1
IT & Other Information Services	100.0	8.7	68.6	22.8
FINANCIAL AND INSURANCE SERVICES	100.0	8.8	48.4	42.9
Financial Services	100.0	51.8	43.5	4.7
Insurance Services	100.0	56.5	39.6	3.9
REAL ESTATE SERVICES	100.0	13.8	75.1	11.2
PROFESSIONAL SERVICES	100.0	3.1	21.3	75.6
Legal, Accounting & Management Services	100.0	10.7	52.9	36.5
Architectural & Engineering Services	100.0	14.8	63.7	21.5
Other Professional Services	100.0	3.4	37.0	59.6
ADMINISTRATIVE AND SUPPORT SERVICES	100.0	16.8	59.4	23.9
Security & Investigation	100.0	1.3	10.0	88.6
Cleaning & Landscaping	100.0	0.2	3.9	95.9
Other Administrative & Support Services	100.0	0.1	2.8	97.0
COMMUNITY, SOCIAL AND PERSONAL SERVICES	100.0	3.5	22.7	73.8
Education	100.0	21.2	43.2	35.6
Health & Social Services	100.0	28.8	42.1	29.1
Other Community, Social & Personal Services	100.0	25.7	52.5	21.8
<b>*OTHERS</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>

\* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Notes:

- (1) "14 Days and Below" includes employees who were not entitled to a fixed number of paid annual leave days.
- (2) Data may not add up due to rounding.
- (3) 's': Data suppressed due to small number of observations.

Table B3: Proportion Of Establishments That Provided Types Of Non-Statutory Family-Friendly Paid Leave, June 2014

SSIC 2010	Childcare Sick Leave (MC required)	Parental Care/Sick Leave	Marriage Leave	Compassionate Leave	Study/Examination Leave	Unpaid Leave Of More Than 1 Month
<b>OVERALL (PUBLIC &amp; PRIVATE SECTORS)</b>	<b>16.1</b>	<b>17.3</b>	<b>71.2</b>	<b>88.8</b>	<b>37.0</b>	<b>42.0</b>
<b>BY INDUSTRY (PRIVATE SECTOR)</b>						
<b>MANUFACTURING</b>	<b>12.0</b>	<b>13.1</b>	<b>75.5</b>	<b>90.0</b>	<b>41.2</b>	<b>42.0</b>
Food, Beverages & Tobacco	22.0	24.9	80.1	97.1	31.1	38.2
Paper/ Rubber/ Plastic Products & Printing	5.5	8.3	86.2	99.1	40.4	38.5
Petroleum, Chemical & Pharmaceutical Products	8.2	6.5	97.1	100.0	64.1	37.1
Fabricated Metal Products, Machinery & Equipment	11.2	11.5	73.1	93.4	38.0	37.9
Electronic, Computer & Optical Products	3.8	15.4	100.0	100.0	66.2	48.5
Transport Equipment	15.3	14.8	61.6	76.9	38.1	47.9
Other Manufacturing Industries	8.8	10.1	79.1	89.9	41.1	44.4
<b>CONSTRUCTION SERVICES</b>	<b>18.0</b>	<b>19.9</b>	<b>59.0</b>	<b>80.3</b>	<b>28.9</b>	<b>42.1</b>
<b>WHOLESALE AND RETAIL TRADE</b>	<b>16.2</b>	<b>17.1</b>	<b>73.9</b>	<b>91.2</b>	<b>38.0</b>	<b>41.6</b>
Wholesale Trade	14.5	14.7	80.0	92.7	33.7	39.0
Retail Trade	14.3	15.1	82.6	94.1	33.2	39.2
<b>TRANSPORTATION AND STORAGE</b>	<b>15.3</b>	<b>12.9</b>	<b>68.3</b>	<b>86.1</b>	<b>35.9</b>	<b>38.1</b>
Land Transport & Supporting Services	10.3	15.5	75.8	88.9	37.2	39.4
Water Transport & Supporting Services	15.1	17.1	53.4	67.1	19.2	36.3
Air Transport & Supporting Services	7.3	15.5	89.8	97.1	51.9	34.0
Other Transport & Storage Services	7.7	16.4	74.6	93.0	40.1	42.5
<b>ACCOMMODATION AND FOOD SERVICES</b>	<b>17.6</b>	<b>16.1</b>	<b>53.9</b>	<b>78.5</b>	<b>21.4</b>	<b>35.3</b>
Accommodation	17.6	16.1	53.9	78.5	21.4	35.3
Food & Beverage Services	16.3	11.5	90.4	95.2	50.0	49.0
<b>INFORMATION AND COMMUNICATIONS</b>	<b>17.7</b>	<b>16.6</b>	<b>49.7</b>	<b>76.5</b>	<b>18.2</b>	<b>33.7</b>
Telecommunications, Broadcasting & Publishing	16.7	25.3	79.5	89.9	38.4	43.8
IT & Other Information Services	17.5	26.7	90.8	100.0	50.0	55.0
<b>FINANCIAL AND INSURANCE SERVICES</b>	<b>16.2</b>	<b>24.5</b>	<b>73.1</b>	<b>84.3</b>	<b>31.9</b>	<b>37.5</b>
Financial Services	10.9	17.0	93.8	97.8	68.1	54.0
Insurance Services	10.1	15.1	92.3	97.3	63.3	57.0
REAL ESTATE SERVICES	14.5	25.3	100.0	100.0	89.2	41.0
PROFESSIONAL SERVICES	10.0	16.7	89.1	99.6	64.9	33.9
Legal, Accounting & Management Services	12.9	15.0	78.2	98.0	48.9	53.1
Architectural & Engineering Services	10.1	15.6	86.2	99.5	57.7	59.7
Other Professional Services	14.8	15.4	61.4	96.8	42.6	44.1
<b>ADMINISTRATIVE AND SUPPORT SERVICES</b>	<b>15.0</b>	<b>13.4</b>	<b>92.5</b>	<b>97.3</b>	<b>42.2</b>	<b>56.1</b>
Security & Investigation	19.4	13.7	55.9	85.1	25.5	33.0
Cleaning & Landscaping	34.7	15.0	46.3	89.1	17.0	38.8
Other Administrative & Support Services	15.1	12.7	39.5	81.2	14.8	27.2
<b>COMMUNITY, SOCIAL AND PERSONAL SERVICES</b>	<b>16.9</b>	<b>14.0</b>	<b>75.1</b>	<b>87.1</b>	<b>39.0</b>	<b>36.1</b>
Education	27.4	27.2	76.1	97.1	45.1	47.7
Health & Social Services	38.5	31.3	65.6	96.9	55.2	56.8
Other Community, Social & Personal Services	38.8	42.1	92.1	100.0	65.3	52.9
<b>*OTHERS</b>	<b>18.0</b>	<b>18.8</b>	<b>72.5</b>	<b>95.7</b>	<b>31.9</b>	<b>42.0</b>

\* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Notes:

(1) Data pertain to permanent employees and employees on term contract of at least one year.

(2) '-': Nil or negligible.

(3) 's': Data suppressed due to small number of observations.

Table B4: Proportion Of Establishments Offering Formal Flexible Work Arrangements, June 2014

SSIC 2010	Total	Per Cent					
		Part-Time working	Flexitime	Tele-working	Homeworking	Job sharing	Staggered hours option
<b>OVERALL (PUBLIC &amp; PRIVATE SECTORS)</b>	<b>46.8</b>	<b>36.2</b>	<b>11.6</b>	<b>5.8</b>	<b>1.0</b>	<b>0.4</b>	<b>11.1</b>
<b>BY INDUSTRY (PRIVATE SECTOR)</b>							
<b>MANUFACTURING</b>	<b>36.3</b>	<b>24.8</b>	<b>11.4</b>	<b>5.0</b>	<b>1.4</b>	<b>0.1</b>	<b>7.5</b>
Food, Beverages & Tobacco	49.8	34.9	10.8	3.7	-	-	11.6
Paper/ Rubber/ Plastic Products & Printing	43.1	27.1	14.2	8.3	0.9	-	4.6
Petroleum, Chemical & Pharmaceutical Products	25.9	19.4	8.2	5.9	0.6	1.8	5.3
Fabricated Metal Products, Machinery & Equipment	36.5	23.7	10.4	5.1	0.9	-	6.8
Electronic, Computer & Optical Products	47.7	23.8	28.5	16.2	-	-	20.0
Transport Equipment	32.8	24.9	11.9	3.1	1.5	-	6.8
Other Manufacturing Industries	29.0	21.2	5.4	2.4	5.1	-	5.7
<b>CONSTRUCTION</b>	<b>30.8</b>	<b>22.6</b>	<b>8.5</b>	<b>3.5</b>	<b>0.6</b>	<b>-</b>	<b>4.1</b>
<b>SERVICES</b>	<b>55.4</b>	<b>44.2</b>	<b>12.6</b>	<b>6.2</b>	<b>1.0</b>	<b>0.6</b>	<b>13.9</b>
<b>WHOLESALE AND RETAIL TRADE</b>	<b>54.6</b>	<b>40.6</b>	<b>10.3</b>	<b>3.9</b>	<b>2.3</b>	<b>0.6</b>	<b>11.3</b>
Wholesale Trade	52.3	37.2	11.4	4.0	2.8	0.7	11.7
Retail Trade	64.9	55.7	5.4	3.2	-	-	9.4
<b>TRANSPORTATION AND STORAGE</b>	<b>34.5</b>	<b>23.9</b>	<b>8.8</b>	<b>5.1</b>	<b>-</b>	<b>-</b>	<b>8.8</b>
Land Transport & Supporting Services	41.8	37.0	6.8	6.2	-	-	10.3
Water Transport & Supporting Services	32.0	19.4	10.2	0.5	-	-	8.3
Air Transport & Supporting Services	s	s	s	s	s	s	s
Other Transport & Storage Services	34.5	21.3	9.8	7.7	-	-	8.7
<b>ACCOMMODATION AND FOOD SERVICES</b>	<b>64.4</b>	<b>56.7</b>	<b>11.2</b>	<b>4.4</b>	<b>1.0</b>	<b>-</b>	<b>9.5</b>
Accommodation	71.2	54.8	16.3	1.9	-	-	18.3
Food & Beverage Services	63.7	56.9	10.6	4.7	1.1	-	8.5
<b>INFORMATION AND COMMUNICATIONS</b>	<b>43.5</b>	<b>25.3</b>	<b>17.9</b>	<b>19.6</b>	<b>0.9</b>	<b>0.9</b>	<b>10.7</b>
Telecommunications, Broadcasting & Publishing	50.8	40.0	21.7	19.2	2.5	0.8	10.0
IT & Other Information Services	39.4	17.1	15.7	19.9	-	0.9	11.1
<b>FINANCIAL AND INSURANCE SERVICES</b>	<b>61.8</b>	<b>44.6</b>	<b>15.8</b>	<b>14.5</b>	<b>0.4</b>	<b>2.2</b>	<b>32.6</b>
Financial Services	59.5	41.9	16.2	16.2	0.5	2.7	31.2
Insurance Services	72.3	56.6	14.5	7.2	-	-	38.6
<b>REAL ESTATE SERVICES</b>	<b>42.3</b>	<b>39.3</b>	<b>8.8</b>	<b>1.3</b>	<b>1.3</b>	<b>-</b>	<b>15.9</b>
<b>PROFESSIONAL SERVICES</b>	<b>50.8</b>	<b>35.6</b>	<b>18.1</b>	<b>10.5</b>	<b>-</b>	<b>1.4</b>	<b>18.1</b>
Legal, Accounting & Management Services	55.1	34.0	18.4	14.5	-	0.3	22.1
Architectural & Engineering Services	45.2	35.7	12.2	6.7	-	1.4	12.8
Other Professional Services	52.4	38.5	28.3	9.1	-	3.7	19.8
<b>ADMINISTRATIVE AND SUPPORT SERVICES</b>	<b>54.6</b>	<b>45.7</b>	<b>12.4</b>	<b>3.3</b>	<b>0.2</b>	<b>-</b>	<b>8.8</b>
Security & Investigation	59.9	56.5	15.0	4.1	-	-	8.8
Cleaning & Landscaping	64.8	62.0	9.3	2.8	-	-	5.2
Other Administrative & Support Services	43.0	26.1	14.3	3.4	0.6	-	12.0
<b>COMMUNITY, SOCIAL AND PERSONAL SERVICES</b>	<b>72.3</b>	<b>68.2</b>	<b>14.4</b>	<b>5.6</b>	<b>0.5</b>	<b>0.8</b>	<b>20.5</b>
Education	81.3	78.1	6.3	2.1	-	1.0	28.1
Health & Social Services	76.9	76.9	11.6	1.2	-	2.5	28.5
Other Community, Social & Personal Services	66.9	60.5	18.8	8.9	1.0	-	13.9
<b>*OTHERS</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>

\* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Notes:

- (1) Data pertain to permanent employees and employees on term contract of at least one year.
- (2) Figures refer to establishments that offered the respective formal flexible work arrangements as a proportion of all establishments.
- (3) 'Total' refers to establishments offering at least one type of formal flexible work arrangement (excluding unplanned time-off and informal/ad-hoc tele-working).
- (4) Data do not add up to 'total' as establishments can offer more than one formal flexible work arrangement.
- (5) '-': Nil or negligible.
- (6) 's': Data suppressed due to small number of observations.



Table B5: Proportion Of Establishments Offering Unplanned Time-off / Informal Tele-work, June 2014

Per Cent

SSIC 2010	Total	Unplanned Time-Off		Informal Tele-Work	
		Yes	No	Yes	No
<b>OVERALL (PUBLIC &amp; PRIVATE SECTORS)</b>	<b>100.0</b>	<b>69.2</b>	<b>30.8</b>	<b>19.3</b>	<b>80.7</b>
<b>BY INDUSTRY (PRIVATE SECTOR)</b>					
<b>MANUFACTURING</b>	<b>100.0</b>	<b>65.7</b>	<b>34.3</b>	<b>15.8</b>	<b>84.2</b>
Food, Beverages & Tobacco	100.0	61.0	39.0	14.1	85.9
Paper/ Rubber/ Plastic Products & Printing	100.0	65.1	34.9	17.4	82.6
Petroleum, Chemical & Pharmaceutical Products	100.0	51.2	48.8	14.7	85.3
Fabricated Metal Products, Machinery & Equipment	100.0	66.3	33.7	15.7	84.3
Electronic, Computer & Optical Products	100.0	89.2	10.8	40.0	60.0
Transport Equipment	100.0	65.8	34.2	12.5	87.5
Other Manufacturing Industries	100.0	66.0	34.0	13.5	86.5
<b>CONSTRUCTION</b>	<b>100.0</b>	<b>64.4</b>	<b>35.6</b>	<b>12.2</b>	<b>87.8</b>
<b>SERVICES</b>	<b>100.0</b>	<b>71.8</b>	<b>28.2</b>	<b>22.3</b>	<b>77.7</b>
<b>WHOLESALE AND RETAIL TRADE</b>	<b>100.0</b>	<b>67.6</b>	<b>32.4</b>	<b>18.0</b>	<b>82.0</b>
Wholesale Trade	100.0	69.6	30.4	19.7	80.3
Retail Trade	100.0	58.7	41.3	10.4	89.6
<b>TRANSPORTATION AND STORAGE</b>	<b>100.0</b>	<b>70.8</b>	<b>29.2</b>	<b>20.4</b>	<b>79.6</b>
Land Transport & Supporting Services	100.0	65.8	34.2	26.0	74.0
Water Transport & Supporting Services	100.0	71.8	28.2	16.5	83.5
Air Transport & Supporting Services	s	s	s	s	s
Other Transport & Storage Services	100.0	73.2	26.8	21.6	78.4
<b>ACCOMMODATION AND FOOD SERVICES</b>	<b>100.0</b>	<b>64.7</b>	<b>35.3</b>	<b>8.0</b>	<b>92.0</b>
Accommodation	100.0	66.3	33.7	14.4	85.6
Food & Beverage Services	100.0	64.6	35.4	7.3	92.7
<b>INFORMATION AND COMMUNICATIONS</b>	<b>100.0</b>	<b>83.0</b>	<b>17.0</b>	<b>56.3</b>	<b>43.8</b>
Telecommunications, Broadcasting & Publishing	100.0	81.7	18.3	48.3	51.7
IT & Other Information Services	100.0	83.8	16.2	60.6	39.4
<b>FINANCIAL AND INSURANCE SERVICES</b>	<b>100.0</b>	<b>80.4</b>	<b>19.6</b>	<b>47.3</b>	<b>52.7</b>
Financial Services	100.0	83.6	16.4	48.2	51.8
Insurance Services	100.0	66.3	33.7	43.4	56.6
<b>REAL ESTATE SERVICES</b>	<b>100.0</b>	<b>62.8</b>	<b>37.2</b>	<b>14.2</b>	<b>85.8</b>
<b>PROFESSIONAL SERVICES</b>	<b>100.0</b>	<b>77.5</b>	<b>22.5</b>	<b>36.8</b>	<b>63.2</b>
Legal, Accounting & Management Services	100.0	75.8	24.2	43.1	56.9
Architectural & Engineering Services	100.0	74.5	25.5	26.4	73.6
Other Professional Services	100.0	86.6	13.4	42.8	57.2
<b>ADMINISTRATIVE AND SUPPORT SERVICES</b>	<b>100.0</b>	<b>73.4</b>	<b>26.6</b>	<b>14.1</b>	<b>85.9</b>
Security & Investigation	100.0	75.5	24.5	4.8	95.2
Cleaning & Landscaping	100.0	70.1	29.9	7.1	92.9
Other Administrative & Support Services	100.0	75.6	24.4	24.6	75.4
<b>COMMUNITY, SOCIAL AND PERSONAL SERVICES</b>	<b>100.0</b>	<b>77.2</b>	<b>22.8</b>	<b>19.8</b>	<b>80.2</b>
Education	100.0	75.5	24.5	14.6	85.4
Health & Social Services	100.0	74.8	25.2	18.6	81.4
Other Community, Social & Personal Services	100.0	78.9	21.1	22.2	77.8
<b>*OTHERS</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>

\* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Notes:

- (1) Data pertain to permanent employees and employees on term contract of at least one year.
- (2) Data may not add up to 'total' due to rounding.
- (3) 's': Data suppressed due to small number of observations.

Table B6: Proportion Of Employees That Took Sick Leave And The Average Days Of Sick Leave Taken, 2013

SSIC 2010	Outpatient Sick Leave			Hospitalisation Leave		
	Proportion of Employees That Took Outpatient Sick Leave (%)	Average No. Of Outpatient Sick Leave Taken Per Outpatient Sick Absentee (Days)	Average No. Of Outpatient Sick Leave Taken Per Employee (Days)	Proportion of Employees That Took Hospitalisation Leave (%)	Average No. Of Hospitalisation Leave Taken Per Hospitalisation Sick Absentee (Days)	Average No. Of Hospitalisation Leave Taken Per Employee (Days)
<b>OVERALL (PUBLIC &amp; PRIVATE SECTORS)</b>	<b>58.4</b>	<b>4.7</b>	<b>2.8</b>	<b>5.2</b>	<b>14.3</b>	<b>0.7</b>
<b>BY TYPE OF EMPLOYEES</b>						
Management & Executives	62.0	4.6	2.8	5.3	13.0	0.7
Rank & File	56.1	4.8	2.7	5.1	15.2	0.8
<b>BY INDUSTRY (PRIVATE SECTOR)</b>						
<b>MANUFACTURING</b>	<b>66.4</b>	<b>4.7</b>	<b>3.1</b>	<b>5.0</b>	<b>14.0</b>	<b>0.7</b>
Food, Beverages & Tobacco	48.8	4.7	2.3	3.2	16.4	0.5
Paper/ Rubber/ Plastic Products & Printing	72.0	5.9	4.2	6.5	14.2	0.9
Petroleum, Chemical & Pharmaceutical Products	63.9	5.0	3.2	6.2	13.5	0.8
Fabricated Metal Products, Machinery & Equipment	66.5	4.5	3.0	3.8	16.1	0.6
Electronic, Computer & Optical Products	76.9	5.2	4.0	5.7	11.4	0.6
Transport Equipment	61.1	4.1	2.5	6.1	13.9	0.8
Other Manufacturing Industries	67.8	4.3	2.9	3.5	17.2	0.6
<b>CONSTRUCTION SERVICES</b>	<b>40.6</b>	<b>3.4</b>	<b>1.4</b>	<b>2.0</b>	<b>15.4</b>	<b>0.3</b>
<b>WHOLESALE AND RETAIL TRADE</b>	<b>54.8</b>	<b>4.5</b>	<b>2.5</b>	<b>3.8</b>	<b>15.1</b>	<b>0.6</b>
Wholesale Trade	56.0	4.4	2.5	3.5	15.7	0.5
Retail Trade	52.5	4.7	2.5	4.6	14.1	0.6
<b>TRANSPORTATION AND STORAGE</b>	<b>62.3</b>	<b>5.6</b>	<b>3.5</b>	<b>7.7</b>	<b>19.1</b>	<b>1.5</b>
Land Transport & Supporting Services	62.4	6.3	4.0	6.9	22.6	1.6
Water Transport & Supporting Services	55.5	4.9	2.7	4.5	19.8	0.9
Air Transport & Supporting Services	s	s	s	s	s	s
Other Transport & Storage Services	64.5	5.4	3.5	6.6	14.0	0.9
<b>ACCOMMODATION AND FOOD SERVICES</b>	<b>40.2</b>	<b>3.9</b>	<b>1.6</b>	<b>3.6</b>	<b>13.4</b>	<b>0.5</b>
Accommodation	63.0	4.6	2.9	9.9	12.1	1.2
Food & Beverage Services	33.1	3.5	1.1	1.6	15.6	0.3
<b>INFORMATION AND COMMUNICATIONS</b>	<b>69.0</b>	<b>4.6</b>	<b>3.1</b>	<b>4.1</b>	<b>9.4</b>	<b>0.4</b>
Telecommunications, Broadcasting & Publishing	66.1	5.1	3.4	5.9	8.3	0.5
IT & Other Information Services	70.9	4.2	3.0	3.0	10.7	0.3
<b>FINANCIAL AND INSURANCE SERVICES</b>	<b>59.4</b>	<b>4.5</b>	<b>2.7</b>	<b>5.4</b>	<b>12.1</b>	<b>0.6</b>
Financial Services	57.3	4.5	2.5	5.3	11.9	0.6
Insurance Services	76.6	5.1	3.9	6.2	13.1	0.8
<b>REAL ESTATE SERVICES</b>	<b>61.6</b>	<b>5.5</b>	<b>3.4</b>	<b>5.0</b>	<b>16.6</b>	<b>0.8</b>
<b>PROFESSIONAL SERVICES</b>	<b>68.4</b>	<b>4.6</b>	<b>3.2</b>	<b>4.3</b>	<b>13.1</b>	<b>0.6</b>
Legal, Accounting & Management Services	67.2	4.6	3.1	4.5	12.5	0.6
Architectural & Engineering Services	68.6	4.8	3.3	4.2	14.0	0.6
Other Professional Services	72.1	4.1	2.9	4.0	12.8	0.5
<b>ADMINISTRATIVE AND SUPPORT SERVICES</b>	<b>47.4</b>	<b>4.0</b>	<b>1.9</b>	<b>5.2</b>	<b>12.1</b>	<b>0.6</b>
Security & Investigation	41.0	3.7	1.5	4.3	17.7	0.8
Cleaning & Landscaping	46.7	3.4	1.6	8.7	8.1	0.7
Other Administrative & Support Services	55.7	4.7	2.6	2.5	16.5	0.4
<b>COMMUNITY, SOCIAL AND PERSONAL SERVICES</b>	<b>64.6</b>	<b>5.3</b>	<b>3.4</b>	<b>8.0</b>	<b>13.7</b>	<b>1.1</b>
Education	57.3	4.6	2.6	3.9	14.3	0.6
Health & Social Services	69.7	5.6	3.9	11.1	14.0	1.6
Other Community, Social & Personal Services	63.5	5.3	3.4	7.1	12.7	0.9
<b>*OTHERS</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>

\* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Note: 's': Data suppressed due to small number of observations.

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### Report Title : Conditions of Employment, 2014

1. How would you rate this report in terms of :

	Excellent	Good	Average	Poor
a) Relevance to your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Providing useful insights on prevailing labour market trends/development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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2. Which area(s) of the report do you find most useful? Please provide reasons.

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3. How do you find the length of the report?

Too detailed       Just right       Too brief

4. Overall, how would you rate this report?

	Excellent	Good	Average	Poor
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. What additional information (if any) would you like us to include in our future issues?

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6. Any other comments or suggestions you wish to bring to our attention?

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***Thank you for your valuable feedback***

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### Singapore Workforce, 2014

**Date of Release: 28 Nov 2014**

This paper analyses the key trends and profile of Singapore's resident labour force based on data from the Comprehensive Labour Force Survey conducted in the middle of 2014. A full report of the survey findings will be published in report on Labour Force in Singapore, 2014 on 30 January 2015.



## Other Resources

Title	Date of Release
• Employment Situation, Third Quarter 2014	31/10/2014
• Labour Market, Second Quarter 2014	15/09/2014
• Singapore Yearbook of Manpower Statistics, 2014	30/06/2014
• Manpower Statistics in Brief, 2014	20/06/2014
• Report on Wage Practices, 2013	05/06/2014
• Redundancy and Re-entry into Employment, 2013	24/04/2014
• Labour Force in Singapore, 2013	29/01/2014
• Job Vacancies, 2013	27/01/2014
• Employer Supported Training, 2012	08/10/2013
• Labour Turnover Time Series, 2006 to 2012	01/04/2013
• Retirement and Re-employment Practices, 2011	20/07/2012
• Report on Wages in Singapore, 2011	29/06/2012
• Singaporeans in the Workforce*	11/10/2011
• Labour Mobility	31/05/2010
• Focus on Older People In and Out of Employment	29/07/2008
• Quality of Employment Creation for Singapore Citizens	29/02/2008
• Employment of Singapore Citizens, Permanent Residents and Foreigners, 1997 to 2006	29/02/2008
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*\* This paper is a collaborative effort between Manpower Research and Statistics Department and Singapore Department of Statistics*

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