

# Work Life Harmony

## Introduction

> Non-Statutory Leaves (NSL)

> Annual Leaves (AL)

> Flexible Work Arrangement (FWA)

## INTRODUCTION

### 1. Non-Statutory Leave (NSLs)

Non-Statutory Leave or NSLs are leave benefits which are additional provisions by employers to cater to an employee's welfare. These include paid parental care leave which can be utilised for medical appointments with elderly parents or paid examination leave which supports the Government's initiative to upskill or reskill. They also include compassionate leave, childcare leave, marriage leave, maternity leave and paternity leave for employees to handle personal responsibilities.

### 2. Annual Leave (ALs)

Annual Leave is an entitlement to employees who are covered under the Employment Act if the employee has worked for at least 3 months. The minimum is 7 days for all employees under the Act.

### 3. Flexible Working Arrangements (FWAs)

Flexible Working Arrangements or FWAs include working arrangements that differ from traditional arrangements of fixed daily work hours at the workplace and are offered by the employer to enable employees to better engage work, family and personal responsibilities.

These range from flexi-load arrangements such as job sharing to flexi-time arrangements such as part-time work, staggered hours, flexi-hours and compressed work week, as well as flexi-place arrangements such as tele-working and home working.

# Non-Statutory Leave (NSLs)

Concepts and  
Definitions

Data and Other  
Resources

Source and  
Coverage

Uses and  
Limitations

## CONCEPTS AND DEFINITIONS

**Non-Statutory Leave** or NSLs are leave benefits which are additional provisions by employers to cater to an employee's welfare.

Here are some examples of non-statutory leave benefits.

### (1) Childcare Leave

Eligible working parents of Singapore citizen children are entitled to 6 days of paid childcare leave per year, per parent. Parents of non-citizens can get 2 days of childcare leave a year in accordance with the Employment Act.

### (2) Compassionate Leave

Paid or unpaid leave for employees to deal with a crisis in the family. This normally is used when the death of a family member occurs. It may also cover a serious or incapacitating illness of a family member.

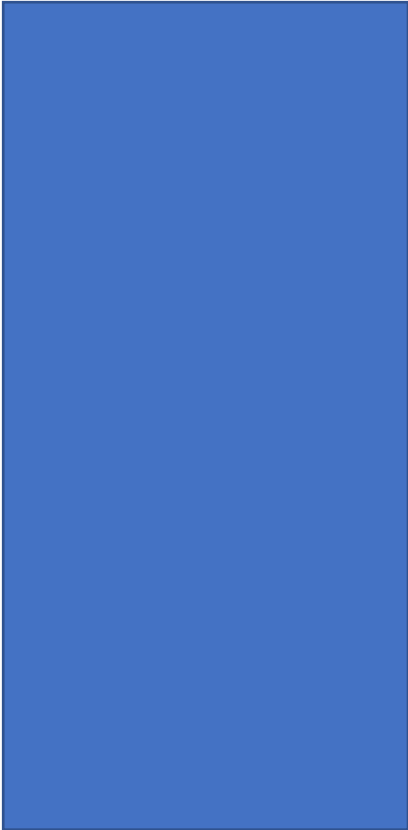
### (3) Leave of Absence

A Leave of Absence enables employees to take unpaid leave for an extended period and can be used for a variety of circumstances that include the continuing education and taking time off for personal or family care.

### (4) Marriage Leave

Typically granted at the organisation's discretion, the leave benefit is for employees getting married and is usually fully paid but may be part-paid or unpaid if the leave is granted for an extended period.

## Non-Statutory Leave (NSLs)



### (5) Maternity Leave

Working mothers are entitled to either 16 weeks of Government-Paid Maternity Leave or 12 weeks of maternity leave, depending on whether your child is a Singaporean citizen and other criteria.

### (6) Unpaid Leave

This refers to a large block of leave taken for personal pursuits (e.g. a year off for personal time or a few years off for further studies on a full-time basis). Employers may choose to provide a fully paid, part-paid or unpaid sabbatical leave. Some employers provide employees with paid sabbatical leave after a period of service (e.g. one month of leave after every five years of service, and the employee's return is considered a continuation of employment).

# Annual Leave (ALs)

Concepts and Definitions

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Source and Coverage

Uses and Limitations

## CONCEPTS AND DEFINITIONS

**Annual Leave** (ALs) refers to paid annual leave benefits for employees.

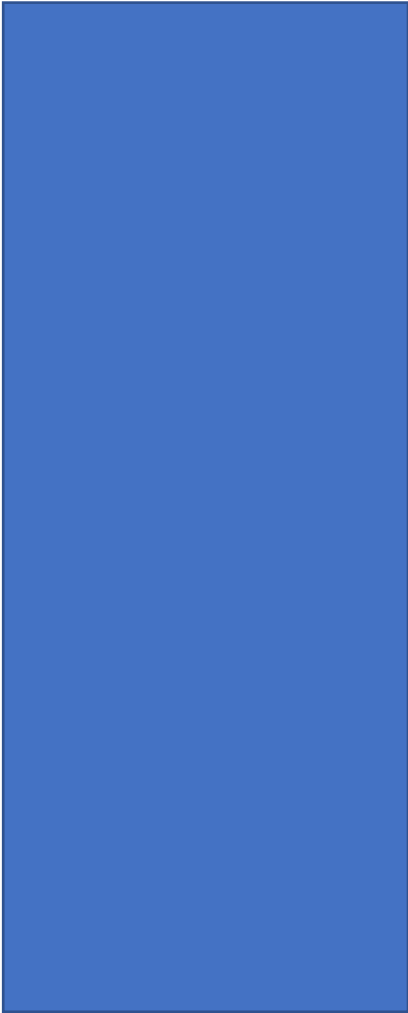
For employees, they are entitled to paid annual leave for a minimum of 7 days if the employee has worked for at least 3 months. The annual leave entitlement depends on how many years of service you have with your employer. Typically, your year of service begins from the day you start work with your employer.

Example:

If an employee begins work on 28 September 2022, the annual leave entitlement will be calculated as follows:

Period of Employment	Completed Months of Service	Annual Leave Entitlement
28 Sep 2022 to 28 Sep 2023	12	7 days (1st year)
28 Sep 2023 to 28 Sep 2024	12	8 days (2nd year)
28 Sep 2024 to 28 Sep 2025	12	9 days (3rd year)

# Annual Leave (ALs)



## Pro-Rated Annual Leave

Employees who have just begun their jobs are entitled to annual leave as well. However, unlike employees who have been working for one year or more, their annual leave is pro-rated.

If an employee has worked 3 to 12 months, the annual leave is pro-rated based on the number of completed months worked on. This would also apply if an employee were still on probation.

If an employee has worked for more than a year, the annual leave is pro-rated based on the number of completed months worked in the current year.

Example:

Period of Employment	Completed Months of Service	Annual Leave Entitlement (Based on 7 days of AL)
28 Sep to 28 Dec 2021	3	2 days
28 Sep 2021 to 28 Mar 2022	6	4 days
28 Sep 2021 to 28 July 2022	10	6 days

# Flexible Work Arrangement (FWAs)

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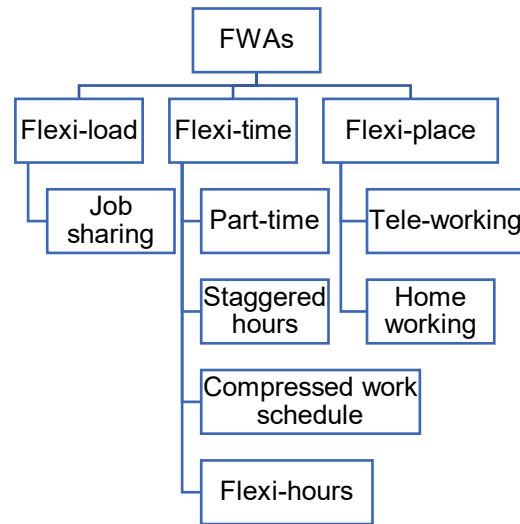
## CONCEPTS AND DEFINITIONS

**Flexible Work Arrangement (FWAs)** include working arrangements that differ from traditional arrangements of fixed daily work hours at the workplace, and are offered by the employer to enable employees to better manage work as well as family and personal responsibilities.

Such flexible work arrangements can be especially important during a pandemic as it allows for employees to take time-off mentally and emotionally as well as physically cope with increased workload that often blur the lines between work and personal life.

Flexible Work Arrangements can also be categorised as Flexi-Load to represent flexible arrangement in distribution of workload; Flexi-Time to represent flexible arrangement of work schedules; and Flexi-Place for flexible arrangement of workplace locations.

Here are some examples of Flexible Work Arrangements.



#### (1) Job Sharing

Allows two or more part-time employees to share the responsibilities (which may be divided by function, geography, time or workload) of one full-time employee. This arrangement may involve a time of overlap to maintain continuity and job sharing employees will typically work at different times during the day or week, or on alternate weeks.

#### (2) Part-Time Work

This is an arrangement between employers and employees to work reduced hours on a regular basis. Part-time employees typically work less than 35 hours in a week and includes those who work less than a full day all week or some days per week.

# Flexible Work Arrangement (FWAs)

## (3) Staggered Hours

Allows employees to vary their daily start and end times, with a core time where employees must work, to accommodate their work and personal commitments. Staggered hours are generally useful in multinational organisations that deal with different time-zones.

## (4) Compressed Work Schedule

Allows an employee to work full-time hours in fewer than the normal number of days (e.g. 40 hours within a 4-day work week). This type of arrangement may not be suitable for employees whose work require set hours or involves daily deadlines and is not feasible if employees need to be always present at the job site.

## (5) Flexi-Hours

This is an arrangement where employees can work a certain number of hours, at any time of the day as long as they complete the stipulated hours within the work week. Flexi-hours is more common in jobs where an employee is not dependent on meeting colleagues or clients at specific times of the day.

## (6) Tele-Working

This is a flexi-place arrangement where employees can work at from a different location other than the workplace, and performed using information and communication technologies. Tele-working may also be conducted on a situational or regular basis.

## (7) Homeworking

This refers to work carried out by an employee at home and can be utilised in a diverse range of occupational sectors without using information and communication technologies.