



## Adoption Leave for Mothers (AL)

Adoptive working mothers (including self-employed) can enjoy adoption leave benefits under the AL scheme. This will help provide sufficient time to care for and bond with the child. Adoptive working fathers can enjoy [paternity leave](#) and [shared parental leave](#).

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# What are the benefits?

## If the formal intent to adopt is before 1 July 2017:

STARTS NO EARLIER THAN  
FORMAL INTENT TO ADOPT

ENDS NO LATER THAN  
12 MONTHS COMMENCING ON  
CHILD'S DATE OF BIRTH

4 weeks

*One continuous **block***  
*Must start no earlier than formal intent to adopt*
OR

***Flexibly***  
*Subject to mutual agreement between employer and employee*

- By default, your adoption leave must be taken in **one continuous block** (including weekends and public holidays) starting from your **formal intent to adopt**. You can take adoption leave **flexibly**, if there is **mutual agreement** between your employer and yourself.
- The Government pays for all 4 weeks of your adoption leave, **capped** at \$10,000.

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## If the formal intent to adopt is on/after 1 July 2017:

STARTS NO EARLIER THAN  
FORMAL INTENT TO ADOPT  
STARTS NO LATER THAN  
DATE OF ADOPTION ORDER

ENDS NO LATER THAN  
12 MONTHS COMMENCING ON  
CHILD'S DATE OF BIRTH

8 weeks
Mandatory
+
4 weeks
Flexible

*One continuous **block***  
*Must end no later than date when Adoption Order is granted*
OR

*One continuous **block***  
*Immediately after the 8 weeks of continuous block*
OR

***Flexibly***  
*Subject to mutual agreement between employer and employee*

Total: 12 weeks

- Your adoption leave must be taken in **one continuous block** (including weekends and public holidays) starting from your **formal intent to adopt**. However, if there is **mutual agreement** between your employer and yourself, you can take adoption leave **according to** the following:

- The first 8 weeks of adoption leave must be taken in **one continuous block** (including weekends and public holidays) starting anytime between your **formal intent to adopt** and the date when the **Adoption Order** is granted.
- The remaining 4 weeks can be taken **flexibly**.
- For each of your **1<sup>st</sup> and 2<sup>nd</sup> child order** (see definition below), the Government pays for the 5<sup>th</sup> - 12<sup>th</sup> week of your adoption leave, **capped** at \$10,000 per 4 weeks or \$20,000 for **each child order**.
- For each of your **3<sup>rd</sup> and subsequent child order**, the Government pays for all 12 weeks of your adoption leave, **capped** at \$10,000 per 4 weeks or \$30,000 for **each child order**.
- You can **share up to 4 weeks** of your adoption leave with your husband, who is also the adoptive father of your child, under the [Shared Parental Leave \(SPL\) Scheme](#).

**What is Child order?**

- If the formal intent to adopt (FIA) is **on or after 1 Jul 2017**, the number of birth(s) by the mother (e.g. twins are considered as one child order) and adopted-in children (must be below 12 months of age at point of FIA). It excludes stepchildren, stillbirths and children who have passed away or adopted-out before the birth or FIA of the child whom you are currently seeking reimbursement for.

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## Important things to know

- Formal intent to adopt is defined as:

Child citizenship at date of birth	Definition of "Formal Intent to Adopt"
Singapore citizen	Date when an application to adopt is submitted to the Court.
<b>Not</b> a Singapore citizen	Date when the Dependent's Pass (DP) is issued in respect of the child or the document indicating approval.

- All adoption leave must be taken **within 12 months** from your child's date of birth (inclusive of date of birth).

- You **cannot use** your adoption leave to **offset** the **notice period** when you leave your job.
- The Government will **recover** reimbursements from you if:
  - The Adoption Order is **not** granted **within 1 year** from your **formal intent to adopt** (inclusive of formal intent to adopt).
  - Your adopted child (if not a Singapore citizen) **does not** obtain Singapore citizenship **within 6 months** after the **Adoption Order** is passed.

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## Am I eligible?

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You must meet the following requirements:

1. You are the child's **adoptive mother**.
2. Your adopted child is **less than 12 months old** when you take your adoption leave.
3. If your adopted child is not a Singapore citizen, either you or your husband who is adopting with you must be a Singapore citizen. Your adopted child must obtain Singapore citizenship **within 6 months** after the **Adoption Order** is passed.
4. **If you are an employee:** You must have served your employer for a period of **at least 3 months** before the date of your formal intent to adopt.

Or

**If you are self-employed:** You must have engaged in your business, trade or profession for a continuous period of **at least 3 months** before the date of your formal intent to adopt.

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## How do I apply?

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## If you are an employee:

Step 1. Give your employer **early notice** of your leave arrangement. This allows your employer time to verify your eligibility and make alternative work arrangements.

Step 2. **Submit** [declaration form \(AL1\)](#) to your employer with all necessary supporting documents. Your employer may use its own declaration form or system for you to declare your eligibility.

Step 3. **Apply** for adoption leave **according** to your company's leave application procedures.

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## If you are self-employed:

The Government will reimburse you for the days you were on adoption leave (**up to 8 weeks for 1<sup>st</sup> and 2<sup>nd</sup> child order and 12 weeks for 3<sup>rd</sup> child order onwards**). This is calculated based on your Notice of Assessment from the Inland Revenue Authority of Singapore (IRAS).

Step 1. **Record and keep** a personal log of your adoption leave dates.

Step 2. **Submit** your claim online via the [GPL Portal](#) **no later than 3 months** after the last date of your adoption leave taken.

### **Tip**

If you do not have a standing payment instruction with us, please log in to [GPL Portal](#) and provide your bank details under "Maintain Bank Details".

Read our [FAQs](#) and watch the [online demonstration](#) for details.

Step 3. **Log in** to [GPL Portal](#) to check your application status. A notification will be sent to you once your application is processed.

Please refer to our [service standards](#) for the processing time.

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# What should I do as an employer?

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Step 1. **Obtain** the [declaration form \(AL1\)](#) and supporting documents from your employee at the point of her adoption leave application. You can also use your own form or system to capture your employee's declaration. Click [here](#) for the information you would need in the declaration.

Step 2. **Submit** your employee's claims online via the [GPL Portal](#) **no later than 3 months** after the last date of your employee's adoption leave taken.

## Tip

If your company does not have a standing payment instruction with us, please log in to [GPL Portal](#) and provide your company's bank details (if you have the appropriate access rights to do so) under "Maintain Bank Details".

Read our [FAQs](#) and watch the [online demonstration](#) for details.

Step 3. **Log in** to [GPL Portal](#) to check your application status. A notification will be sent to you and your employee once your application is processed.

Please refer to our [service standards](#) for the processing time.

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# When must I submit the claim?

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Claims can only be made after the leave is taken. All claims must be submitted **no later than 3 months** after the last date of adoption leave taken.

## Important!

Please submit your claims on time. All late claims will not be considered!

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## Other Useful Links

[Government-Paid Leave \(GPL\) Schemes Calculator](#)

The calculator allows you to estimate the reimbursement you might receive upon successful application.