



Government-Paid Child Care Leave (GPCL) & Extended Child Care Leave (ECL)

Working parents (including self-employed) can enjoy child care leave under the GPCL and ECL schemes. This will provide sufficient time for working parents to care for and spend quality time with their children.

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What are the benefits?

Government-Paid Child Care Leave (GPCL) Scheme

WITHIN CALENDAR YEAR; OR ANY 12-MONTH PERIOD BASED ON MUTUAL AGREEMENT BETWEEN EMPLOYER AND EMPLOYEE

6 days*

Flexibly within the 12-month relevant period

**For child below 7 years old*

- If your **youngest** child is **below 7 years old**, you and your spouse can **each** enjoy **6 days** of paid child care leave over a 12-month relevant period **as agreed** with your employer.

Tip

The 12-month relevant period will be the **calendar year by default**, if there is no special agreement with your employer.

If you are self-employed, the 12-month relevant period is the **calendar year** (1 Jan to 31 Dec of the year).

- The Government will pay for the 4th to 6th day of child care leave. This means that the Government will reimburse your employer (or yourself, if you are self-employed) for a **maximum** of 3 child care leave days over a 12-month relevant period. It is **capped** at \$500 per day.
- Your paid child care leave is **pro-rated** according to your length of employment service:



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Extended Child Care Leave (ECL) Scheme

**WITHIN CALENDAR YEAR; OR
ANY 12-MONTH PERIOD BASED ON MUTUAL AGREEMENT BETWEEN EMPLOYER
AND EMPLOYEE**

2 days*

Flexibly within the 12-month relevant period

**For child between 7 and 12 years old, both inclusive*

- If your **youngest** child is **between 7 and 12 years old**, you and your spouse **each** enjoy **2 days** of paid child care leave over a 12-month relevant period **as agreed** with your employer.
- The Government will reimburse both days, **capped** at \$500 per day.

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Important things to know

- Your child's age is determined by the **year** your child was born in.
 - Example: If your child is born in 2010, your child will be considered 7 years old in 2017, **regardless** of the month or day your child was born.
- Your leave benefits for subsequent years are based on **when** you took your **first** child care leave:
 - Example 1: First child care leave taken **within same year** of child's date of birth.

Child is born in 2010	Year	Child's age
First child care leave taken	2010	0 years old
GPCL scheme expiry	2016	6 years old
ECL scheme start	2017	7 years old
ECL scheme expiry	2022	12 years old

- Example 2: First child care leave taken when your child is **1 year old**.

Child is born in 2010	Year	Child's age
First child care leave taken	2011	1 year old
GPCL scheme expiry	2017	7 years old
ECL scheme start	2018	8 years old

ECL scheme expiry	2023	13 years old
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- Example 3: Child care leave benefit will **start** when the child is **1 year old**, even if you took your first child care leave when your child is 2 years and older.

Child is born in 2010	Year	Child's age
First child care leave taken	2012	2 years old
GPCL scheme expiry	2017	7 years old
ECL scheme start	2018	8 years old
ECL scheme expiry	2023	13 years old

- If you have more than one child, the leave benefits you can enjoy for each 12-month relevant period is **not cumulative** but is based on your **youngest child's age**:

Youngest Child (<7 years old)	Eldest Child (7 to 12 years old)	Child care leave benefit
Yes	Yes	6 days
Yes	No	6 days
No	Yes	2 days

- Example: If your younger child is 4 years old while your elder child is 10 years old, you will be able to enjoy 6 days of child care leave.
- If you have a new-born in the relevant period when you are eligible for 6 days of child care leave, the leave taken in that period will be deemed to be consumed in respect of **your older child**. If you have a new-born in the relevant period you are eligible for 2 days of extended child care leave, the leave taken in that period will be deemed to be consumed either in respect of your older or youngest child **depending on** the number of child care leave taken. Please refer to the table below:
 - Example: Older child is born in 2010 and youngest child is born in 2018.

No. of child care leave taken in 2018	Taken in respect of	Child care leave benefit
2 days	Older child	GPCL entitlement of 6 days per relevant period in respect of youngest child will be from 2019 to 2025
More than 2 days	Youngest child	GPCL entitlement of 6 days per relevant period in respect of youngest child will be from 2018 to 2024

- You **cannot transfer** your child care leave to your spouse.
- Any unconsumed child care leave **cannot be carried over** to the next 12-month relevant period.
- You **cannot use** child care leave to **offset** the **notice period** when you leave your job.

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Am I eligible?

Government-Paid Child Care Leave (GPCL) Scheme

You must meet the following requirements:

1. Your youngest child (including adopted child) is **below 7 years old**.

Note

For adoptive parents, you will be eligible **only after** the Adoption Order is passed.

2. Your child is a **Singapore citizen**.
3. **If you are an employee:** You must have served your current employer for a period of **at least 3 months**.

Or

If you are self-employed: You must be engaged in your business, trade or profession for a continuous period of **at least 3 months**.

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Extended Child Care Leave (ECL) Scheme

You must meet the following requirements:

1. Your youngest child (including adopted child) is between **7 and 12 years old**, both inclusive.

Note

For adoptive parents, you will be eligible **only after** the Adoption Order is passed.

2. Your child is a **Singapore citizen**.
3. **If you are an employee:** You must have served your current employer for a period of **at least 3 months**.

Or

If you are self-employed: You must be engaged in your business, trade or profession for a continuous period of **at least 3 months**.

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What if I am not eligible?

If you are an employee covered under the Employment Act, you may be able to enjoy 2 days of child care leave every year, as long as your child is below 7 years old. More information can be found at [Ministry of Manpower's \(MOM\) website](#).

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How do I apply?

If you are an employee:

Step 1: Ensure that you **have not exceeded** the maximum days of child care leave you can take.

Step 2. Give your employer **early notice** of your leave arrangement. This allows your employer time to verify your eligibility and make alternative work arrangements.

Step 3. **Submit** the [declaration form \(GPCL1\)](#) to your employer with all necessary supporting documents. Your employer may use its own declaration form or system for you to declare your eligibility. Please **check with your employer**.

Step 4. **Apply** for child care leave **according** to your employer's leave application procedures.

If you are self-employed:

The government will reimburse you for the days you were on child care leave. 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 child care leave dates.

Step 2. **Submit** your claim online via the [GPL Portal](#) **no later than 3 months** after the last day of the calendar year.

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?

Step 1. **Obtain** the [declaration form \(GPCL1\)](#) and supporting documents from your employee. 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.

Tip

Go to the GPL portal to check whether there were any claims made for the employee within the same relevant period. You are strongly encouraged to do so if your employee is new.

Step 2. **Submit** your employee's claims online via the [GPL Portal](#) **no later than 3 months** after the last day of the 12-month relevant period.

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?

Claims can only be made after the leave is taken. All claims must be submitted **no later than 3 months** after the last day of the 12-month relevant period.

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.