



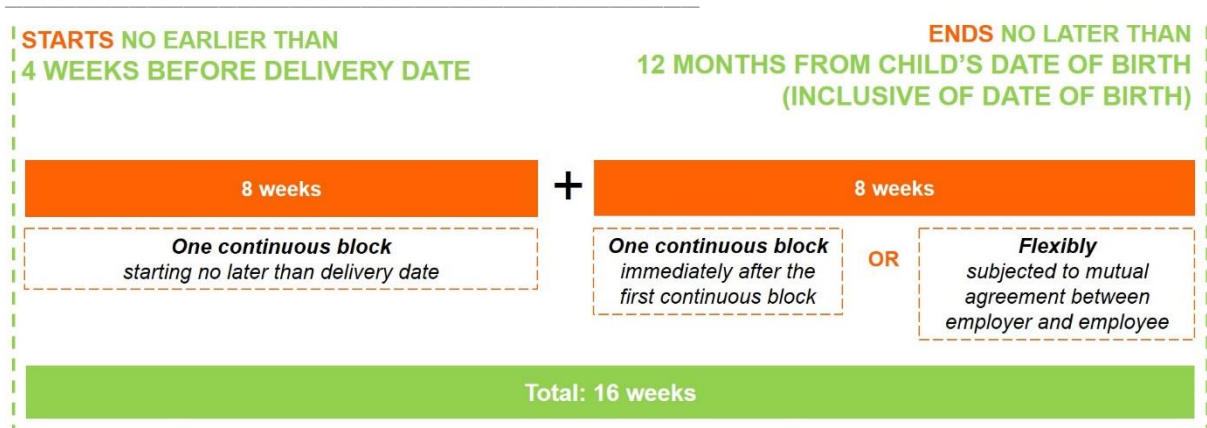
Government-Paid Maternity Leave (GPML)

Working mothers (including self-employed) can enjoy maternity leave benefits under the GPML scheme. This will help provide sufficient time to recover from childbirth and care for newborns.

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What are the benefits?



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Important things to know

- You can start your maternity leave **4 weeks before the delivery date** and **no later than the delivery date**. All maternity leave must be taken **within 12 months** from your child's date of birth (inclusive of date of birth).
- Your **first 8 weeks** of maternity leave must be taken in **one continuous block** (including weekends and public holidays). The **last 8 weeks** can be taken **flexibly**, if there is **mutual agreement** between your employer and yourself.
- For your **1st and 2nd child order** (see definition below), the Government will pay for the 9th to 16th week of your maternity leave. It is **capped** at \$10,000 per 4 weeks or a total of \$20,000 **per child order**.
- For your **3rd and subsequent child order**, the Government will pay for **all 16 weeks** of your maternity leave. It is **capped** at \$10,000 per 4 weeks or a total of \$40,000 **per child order**.
- You **cannot use** your maternity leave to **offset** the **notice period** when you leave your job.
- Mothers who had **stillbirths** are also eligible for GPML if the requirements are met.
- Working mothers who qualify for the GPML scheme can share part of her leave benefits with her husband under the [Shared Parental Leave \(SPL\) scheme](#).

What is Child order?

- If your child is **born and with estimated delivery date (EDD) before 1 Jul 2017**, the number of births(s) by the mother (e.g. twins are considered as one child order). It excludes stepchildren, stillbirths, adopted-in children and children who have passed away.
- If your child is **born or with EDD 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 formal intent to adopt - 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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Am I eligible?

You must meet the following requirements:

1. Your child is a **Singapore citizen**, even if you or your husband is not a Singapore citizen.

Tip

You can still qualify if your child obtains Singapore citizenship **within 12 months** from your child's date of birth (inclusive of date of birth). Your maternity leave benefits under the GPML scheme will only start when your child obtains Singapore citizenship and must be taken within 12 months from your child's date of birth (inclusive of date of birth).

2. **If you are an employee:** You must have served your employer for a period of **at least 3 months** before your child's date of birth

Or

If you are self-employed: You must be engaged in your business, trade or profession continuously for **at least 3 months** before your child's date of birth.

If you are unsure, please use the [maternity self-assessment tool](#).

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What if I am not eligible?

If your child is not a Singapore citizen, you may still qualify for maternity leave. More information can be found at the [Ministry of Manpower's \(MOM\) website](#).

If you are unable to meet employment requirements under the GPML scheme, you may still qualify for benefits under the [Government-Paid Maternity Benefits \(GPMB\) scheme](#).

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How do I apply?

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.

Important!

Even if you have agreed on a flexible maternity leave arrangement, the first 8 weeks of leave **must** be taken in one continuous block.

Step 2. **Submit** the [declaration form \(GPML1\)](#) to your employer with all the 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 3. **Apply** for maternity leave **according** to your employer's leave application procedures.

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If you are self-employed:

The Government will reimburse you for the days you were on maternity leave (up to 8 weeks for 1st and 2nd child order and 16 weeks for 3rd 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 maternity leave dates.

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

Note

For stillbirth applications, please fill in and submit the following hardcopy form:

- [GPML \(stillbirth\) application form for self-employed](#)

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What should I do as an employer?

Step 1. Obtain the [declaration form \(GPML1\)](#) 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 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 maternity leave taken.

Tip

If your company does not have a standing payment instruction with us, please log in to [GPL Portal](#) and maintain 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.

Note

For stillbirth applications, please fill in and submit the following hardcopy form:

- [GPML \(stillbirth\) application form for Employers](#)

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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 date of maternity leave taken.

For **1st and 2nd child order**, claims can be submitted, once a month, after the first 8 weeks of maternity leave is taken.

For **3rd and subsequent child order**, claims can be submitted, once a month, immediately after the commencement of maternity leave.

Important!

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

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Other Useful Links

[Make a maternity leave claim against your employer](#)

If you have a dispute with your employer concerning maternity leave, you can file a claim with Tripartite Alliance for Dispute Management (TADM) if you are covered under the Employment Act.

[Book a consultation appointment with TADM](#)

Before you make a claim against your employer, you can also make an appointment with TADM for a free consultation.

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

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