



# Government-Paid Paternity Leave (GPPL)

Working fathers (including self-employed) can enjoy paternity leave benefits under the GPPL scheme. This is to support and encourage shared parental responsibility.

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# What are the benefits?

## If your child is born or with formal intent to adopt **between 1 Jan 2015 and 31 Dec 2016** (both inclusive)



- By default, your 1<sup>st</sup> week of paternity leave must be taken in **one continuous block** (including weekends and public holidays) **within 16 weeks** from your child's date of birth (inclusive of date of birth). You can take paternity leave **flexibly**, if there is **mutual agreement** between your employer and yourself.
- You can take your 2<sup>nd</sup> week of paternity leave, if your employer is **willing** to grant it. You can either take your paternity leave in **one continuous block** (including weekends and public holidays) immediately after the first week of paternity leave **or flexibly**, depending on the **mutual agreement** between your employer and yourself.

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## If your child is born or with estimated delivery date or formal intent to adopt **on/after 1 Jan 2017**



- By default, your paternity leave must be taken in **one continuous block** (including weekends and public holidays) **within 16 weeks** from your

child's date of birth (inclusive of date of birth). The 2 weeks of paternity leave can be taken **flexibly**, if there is **mutual agreement** between your employer and yourself.

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## Important things to know

- All paternity leave must be taken **within 12 months** from your child's date of birth (inclusive of date of birth).
- You **cannot use** your paternity leave to **offset** the **notice period** when you leave your job.

Paternity leave is fully paid by the Government. It is **capped** at \$2,500 per week.

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## Am I eligible?

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You must meet the following requirements:

1. You are the child's **natural father**.
2. Your child is a **Singapore citizen**, even if you or your wife 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 paternity leave benefits 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).

3. You are/were **lawfully married** to the child's mother at some point between conception and birth.

### Tip

You can still qualify if you are legally married to the child's mother **within 12 months** from your child's date of birth (inclusive of date of birth). Your paternity

leave benefits will only start when you are married and must be taken within 12 months from your child's date of birth (inclusive of date of birth).

4. **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 for a continuous period of **at least 3 months** before your child's date of birth.

**Adoptive fathers** who meet the following requirements are also eligible for GPPL:

1. You are the child's **adoptive father**.
2. Your adopted child is **below 12 months old**.
3. If your adopted child is not a **Singapore citizen**, either you or your wife, who is adopting with you, must be a Singapore citizen. Your adopted child must obtain Singapore citizen **within 6 months** after the Adoption Order is passed.
4. Your child must be adopted **within 1 year** from the date of your **formal intent to adopt** (inclusive of formal intent to adopt date).

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.

5. **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 current 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 \(GPPL1\)](#) 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 paternity 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 paternity 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 paternity leave dates.

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

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

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## What should I do as an employer?

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Step 1. **Obtain** the [declaration form \(GPPL1\)](#) 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 paternity 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.

### Note

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

- [GPPL \(stillbirth\) application form for employer](#)

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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 paternity 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.