



Government-Paid Shared Parental Leave (SPL)

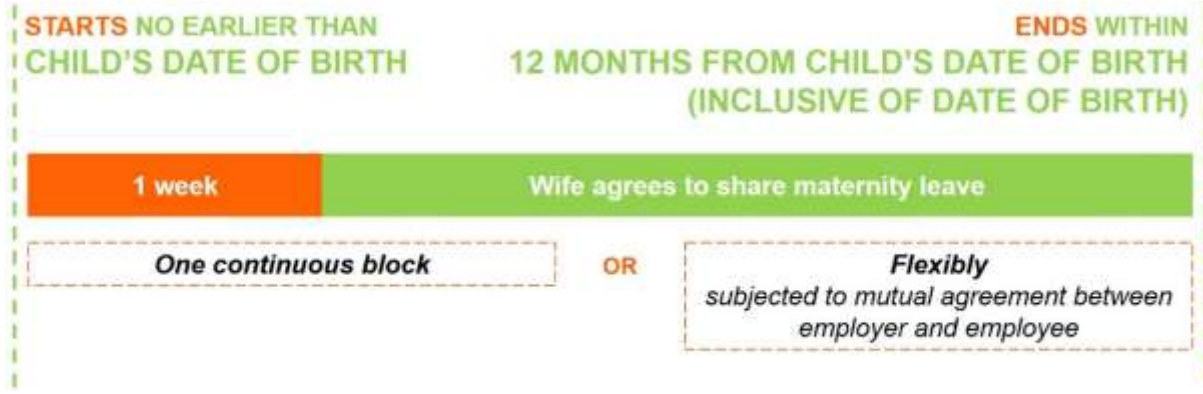
The Government-Paid Shared Parental Leave (SPL) scheme provides the option for working fathers (including self-employed) to receive part of their wife's leave benefits. This is to encourage parental responsibility.

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What are the benefits?

If your child is born **before 1 July 2017**:



Note

You are **not** eligible for SPL scheme if you and your wife **adopted** your child **before 1 July 2017**.

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If your child is born (or with EDD) **on/after 1 July 2017/ Adoptive fathers** with formal intent to adopt **on/after 1 July 2017**:



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Important things to know

- Benefits under the SPL scheme are **in addition** to what you can enjoy under the [Government-Paid Paternity Leave \(GPPL\) scheme](#).
- You must take shared parental leave in **one continuous block or in continuous blocks of a week each** (including weekends and public holidays). You can take shared parental leave **flexibly**, if there is **mutual agreement** between your employer and yourself.

Note

Your wife can **only** share her maternity leave in **continuous blocks of a week each**.

- All shared parental leave must be taken **within 12 months** from your child's date of birth (inclusive of date of birth).
- You **cannot use** your shared parental leave to **offset** the **notice period** when you leave your job.
- Shared parental leave is fully paid by the Government. It is **capped** at \$2,500 per week.

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Am I eligible?

You must meet the following requirements:

1. Your child's mother is **eligible** under the [Government-Paid Maternity Leave \(GPML\)](#) or the [Adoption Leave for mothers \(AL\) scheme](#), where relevant.
2. Your child is a **Singapore citizen**, even if you or your wife is not a Singapore citizen.
3. Your wife must **agree** with and **declare** her intention to share her leave benefits with you before you can consume the leave.
4. You are/were **lawfully married** to the child's mother at some point between conception and birth.

Tips

- **No minimum employment period** is required to qualify under the SPL scheme.

- If you did not meet any of the eligibility requirement, you can still be eligible for SPL benefits if you meet all the requirements **subsequently**.
- You can only take your shared parental leave **after** all eligibility requirements are met.
- Your SPL benefits must be consumed **within 12 months** from your child's date of birth (inclusive of date of birth). If you meet all the requirements 11 months from your child's date of birth, you will need to utilise your shared parental leave within 1 month.

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How do I apply?

If you are an employee:

Step 1. **Decide** on the leave arrangement with your wife any time **before** 12 months from your child's date of birth (inclusive of date of birth).

Step 2. **Submit** the [declaration form \(SPL1\)](#) to your employer. 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. Your wife will need to **inform** her employer of her intention to share her leave. Her maternity leave will then be **adjusted** accordingly.

Step 4. Your wife must **declare** her intention to share her leave. This can be done online via the [Shared Parental Leave Allocation System \(SPLAS\)](#) using her SingPass*

**If your wife does not have a SingPass, she can seek assistance by writing in to contactus@profamilyleave.gov.sg.*

Step 5. After your wife has made the declaration, she will need to **print** out hardcopies of her declaration and submit to her employer, **together** with her maternity leave or adoption leave (where relevant) application. Your employer should also receive a copy of her declaration.

Tips

The system will **automatically adjust** your wife's leave benefits and assign shared parental leave benefits to you accordingly once the declaration is made. The

system will also check and verify your respective employers' claims under the relevant schemes to ensure that the leave allocations are accurate.

Once a declaration is registered in SPLAS, **no further changes** can be made. You and your wife should discuss and **be sure** about the decision **before** registering the declaration.

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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. **Decide** on the leave arrangement with your wife any time **before 12 months** from your child's date of birth.

Step 2. Your wife will need to **inform** her employer of her intention to share her leave. Her maternity leave will then be **adjusted** accordingly.

Step 3. Your wife must **declare** her intention to share her leave. This can be done online via the [Shared Parental Leave Allocation System \(SPLAS\)](#) using her SingPass*

**If your wife does not have a SingPass, she can seek assistance by writing in to contactus@profamilyleave.gov.sg.*

Step 4. **Record and keep** a personal log of your shared parental leave dates.

Step 5. **Submit** your claim online via the [GPL Portal](#) **no later than 3 months** after the last date of your shared parental leave taken. This can only be done **after** your wife has submitted her declaration.

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 6. **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:

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

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What should I do as an employer?

Step 1. **Obtain** the [declaration form \(SPL1\)](#) from your employee at the point of his shared parental leave application.

Step 2. **Verify** that your employee's wife has made a declaration in [SPLAS](#). **Check** all supporting documents to **confirm** your employee's eligibility.

Tips

You can access SPLAS to **verify** that your employee's wife has registered the declaration online. Once registered, it is **irrevocable**.

If your employee's wife cannot access SPLAS and is not eligible for SingPass, please ask your employee's wife to write in to contactus@profamilyleave.gov.sg for assistance.

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

Step 4. **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:

- [SPL \(stillbirth\) 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 shared parental 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.