



**SHARED PARENTAL LEAVE (SPL) SCHEME  
DECLARATION BY EMPLOYEE (FATHER)**  
Child Development Co-Savings Act (Cap. 38A)  
Child Development Co-Savings (Leave and Benefits) Regulations 2017

**Before filling up the form (which may take you 3 minutes to complete), please note:**

- (i) Read the explanatory notes before completing this declaration
- (ii) After filling in the form, please make 2 copies of it. One copy should be submitted by the mother of the child in respect of whom SPL is being applied for ("the child") to her employer (where applicable) when she applies for Government-Paid Maternity leave (GPML). The other copy should be submitted by you, the father of the child, to his employer (where applicable) in order to apply for SPL. Please keep the original for your own records.
- (iii) The leave allocation between you, the father of the child and the mother of the child, may not be changed once this form has been submitted to either your or the mother's employer.
- (iv) Upon completion of this declaration form, the mother of the child should proceed to the Shared Parental Leave Allocation System (SPLAS) to indicate that she is willing to share GPML with you, the father of the child.

**Part A: Declaration of Spouse's Eligibility by Fathers** (Please  the appropriate box.)

**Eligibility for Government-Paid Maternity Leave (GPML)**

(Please note that the mother's eligibility for GPML is a pre-condition for participation in the SPL Scheme)

- My spouse, who is the mother of the child, meets all the eligibility criteria below and is eligible for GPML:
- i) The child is / will be a Singapore citizen;
  - ii) I am lawfully married to the child's mother; and
  - iii) She has served / would have served her employer for a continuous period of at least 3 months preceding the birth of the child / She is self-employed and she has been / would have been engaged in her trade, business, vocation or profession for at least 3 months preceding the birth of the child.

**Note:** If your spouse does not fulfil all of the eligibility criteria above, she is not eligible for GPML, and hence you are not eligible to participate in the SPL Scheme. Please contact our hotline at 1800-253-4757 if you require any clarifications.

**Part B: Declaration of Spouse's Eligibility by Adoptive Fathers** (Please  the appropriate box.)

**Eligibility for Adoption Leave for Mothers (AL)**

(Please note that the mother's eligibility for AL is a pre-condition for participation in the SPL Scheme)

- My spouse, who is the adoptive mother of the child, meets all the eligibility criteria below and is eligible for AL:
- i) The child is below 12 months at the point of formal intent to adopt;
  - ii) The child is a Singapore Citizen. If not, me or my spouse is a Singapore Citizen;
  - iii) I am lawfully married to the child's adoptive mother;
  - iv) She has served / would have served her employer for a continuous period of at least 3 months preceding the birth of the child / She is self-employed and she has been / would have been engaged in her trade, business, vocation or profession for at least 3 months preceding the birth of the child; and
  - v) The child is / will be a Singapore citizen within 6 months of the Adoption Order being granted.

**Note:** If your spouse does not fulfil all of the eligibility criteria above, she is not eligible for AL, and hence you are not eligible to participate in the SPL Scheme. Please contact our hotline at 1800-253-4757 if you require any clarifications.

**Part C: Details of Employee**

A. Name of Employee :

B. NRIC / FIN No. of Employee :

C. Name of Employee's Spouse :

D. NRIC / FIN No. of Employee's Spouse :

**Part D: Details of Child**

A. Name of Child (if available) :

B. Child's Birth Certificate No. / Dependant's Pass No. :

C. Child's Date of Birth / Estimated Delivery Date (whichever is applicable) (DD/MM/YYYY) :

**This section is only applicable to adoptive fathers who are applying for Government-Paid Shared Parental Leave****A) For adoption of a child who is a citizen of Singapore**

i) Date of Court application to adopt the child : \_\_\_\_\_

ii) Date of Adoption Order (if applicable) : \_\_\_\_\_

**B) For adoption of a child who is not a citizen of Singapore**i) Date of issuance of dependant's pass<sup>1</sup> : \_\_\_\_\_

ii) Date of Adoption Order (if applicable): \_\_\_\_\_

Is one of the adoptive parents a Singapore citizen? Yes / No (please delete)

**Part E: Declaration by Employee****Format of taking leave****Note: Please refer to paragraphs 1 to 4 of the Explanatory Notes on eligibility criteria, the point when you can start to consume your shared parental leave and the conditions to meet for your employer to seek reimbursement from the Government in respect of your shared parental leave.**

1) I have agreed with my employer that I will take 1 week / 2 weeks / 3 weeks / 4 weeks (please delete accordingly) of Shared Parental Leave within 12 months from the child's date of birth (inclusive of date of birth).

2) I have agreed with my employer that I will take my Shared Parental Leave continuously within 12 months from the child's date of birth (date inclusive). (If the answer is "Yes", please ignore question A2.)

<sup>1</sup> "Dependant's pass" in relation to a child, means a dependant's pass, issued in respect of the child under regulations made under the Immigration Act (Cap 133) to enable the child to remain, or to enter and remain, in Singapore for the purposes of adoption under the Adoption of Children Act (Cap 4), and includes a document evidencing that the application for the dependant's pass has been approved.

**Part E: Declaration by Employee (Continued)**

- 3) I have agreed with my employer that I will take my Shared Parental Leave non-continuously within 12 months from the child's date of birth (date inclusive), on such days to be agreed between my employer and myself.

- I have read and understood the explanatory notes.

**For natural fathers who are applying for Shared Parental Leave**

I hereby declare that:

- a) all the information given in this form is true, correct and complete;
- b) my spouse has agreed to allocate 1 week\* / 2 weeks / 3 weeks / 4 weeks (please delete accordingly) of her GPML benefit to me under the SPL;
- c) both my spouse and I understand that she will only be entitled to the remaining weeks (i.e. 16 weeks – no. of weeks of SPL elected) of GPML; and
- d) I understand that my spouse will have to submit a copy of this form to her employer when she applies for GPML.

\* This is the only option if both the child's date and Estimated Date of Delivery are before 1 Jul 2017.

**For adoptive fathers who are applying for Shared Parental Leave**

I hereby declare that:

- a) all the information given in this form is true, correct and complete;
- b) my spouse has agreed to allocate 1 week\* / 2 weeks / 3 weeks / 4 weeks (please delete accordingly) of her AL benefit to me under the SPL;
- c) both my spouse and I understand that she will only be entitled to remaining weeks (i.e. 12 weeks – no. of weeks of SPL elected) of AL; and
- d) I understand that my spouse will have to submit a copy of this form to her employer when she applies for AL.

- I understand that –
- a) if I knowingly make any false or misleading statement, or produce or furnish, or cause or knowingly allow to be produced or furnished, any document which I know to be false or misleading in a material particular, I shall be guilty of an offence under section 16 of the Child Development Co-Savings Act (Cap. 38A) (CDC Act) and shall be liable on conviction to a fine not exceeding \$20,000 or to imprisonment for a term not exceeding 12 months or to both; and
  - b) my employer or the Government may recover from me any moneys paid out to me in reliance of a false or misleading statement or document or by reason of a mistake of fact, pursuant to section 11 of the CDC Act.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
NRIC No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Part F: Employer's Acknowledgement****A. Format of taking leave**

**Note: Please ensure that your employee has met all the eligibility criteria and conditions (refer to paragraphs 1 to 7 of the Explanatory Notes) before granting the shared parental leave as the Government will not reimburse you if your employee is not eligible for the Government-Paid Shared Parental Leave Scheme.**

(i) I have agreed to allow my employee to take his Shared Parental Leave continuously within 12 months from the child's date of birth (date inclusive). (If the answer is "Yes", please ignore question A(ii).)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii) I have agreed to allow my employee to take his Shared Parental Leave in one, or more periods within 12 months from the child's date of birth (date inclusive), on such days to be agreed between the employee and myself.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

\_\_\_\_\_  
Name/ Designation\_\_\_\_\_  
NRIC No.\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**Note to employer:**

**Please do not submit this declaration form. However please keep this form for a period of 5 years from the date the form is submitted to you by your employee, for verification of details if necessary.**

## EXPLANATORY NOTES ON DECLARATION BY EMPLOYEE (FATHER)

### Declaration of eligibility

1. In making this declaration, the employee, who is the father of the child in respect of whom Shared Parental Leave is being applied for ("the child") assures the employer that he meets the eligibility criteria for the Shared Parental Leave (SPL) benefits.
2. For natural fathers, the SPL benefit refers to the sharing of up to 4 weeks out of the 16 weeks of Government-Paid Maternity Leave (GPML) by the mother of the child with the father of the child. For the father of the child to qualify for SPL, the wife must first be eligible for GPML.
3. For adoptive fathers, the SPL benefit refers to the sharing of up to 4 weeks out of the 12 weeks of Adoption Leave for Mothers (AL) by the adoptive mother of the child with the adoptive father of the child. For the adoptive father of the child to qualify for SPL, the adoptive mother must first be eligible for AL.
4. A mother is eligible for GPML if:
  - a. her child is a Singapore citizen at the time of the child's birth and If the child is not a Singapore citizen at birth, the child must become a Singapore citizen within the period of 12 months commencing on the date of birth;
  - b. if the child's date of birth and Estimated Date of Delivery are before 1 Jan 2017, either :
    - i. she is lawfully married to the child's natural father at the time the child is conceived; or
    - ii. she becomes lawfully married to the child's natural father after the child is conceived but before the child's birth, whether or not such marriage subsists at the time of the child's birth; and
  - c. she has served her employer or has carried on her trade, business, profession and vocation for a period of not less than 3 months preceding the date of her confinement<sup>2</sup>.
5. The natural father of the child will qualify for SPL if the following eligibility criteria are satisfied:
  - a) the mother is eligible for GPML;
  - b) the mother's date of delivery or the Estimated Date of Delivery date (as certified by a medical practitioner) is on or after 1 May 2013;
  - c) the mother has made an election in the SPLAS at [www.profamilyleave.gov.sg](http://www.profamilyleave.gov.sg) for the father to take SPL;
  - d) The child is a Singapore citizen. If the child is not a Singapore citizen at birth, he must become a Singapore citizen within the period of 12 months commencing on the date of his birth;
  - e) The mother:
    - i) is lawfully married to the father before the child's birth; or
    - ii) becomes lawfully married to the father within 12 months commencing on the date of the child's birth but on or before the SPL election made as per (c); whether or not such marriage subsists at the time of the child's birth or at the time of the SPL election as per (c).
6. Subject to the Child Development Co-Savings Act (Cap.38A) ("CDC Act"), a mother is eligible for 12 weeks of AL if:
  - a) her adopted child is below 12 months at the point of formal intent to adopt;
  - b) the formal intent to adopt is on or after 1 Jul 2017;
  - c) her adopted child is a citizen of Singapore by birth or becomes a citizen of Singapore within 6 months of the Adoption Order being granted;
  - d) if the child is not a citizen of Singapore at the point of consumption of the adoption leave, one of the adoptive parents (who are joint applicants in the adoption) is a citizen of Singapore on the date the dependant's pass is issued.

<sup>2</sup> "Confinement" means the "delivery of a child".

- e) she has served her employer, or if she is a self-employed, she must have been in a particular trade, business, profession or vocation, for a period for at least 3 months preceding the point of formal intent to adopt
7. The adoptive father of the child will qualify for SPL if the following eligibility criteria are satisfied:
- has made a joint application with the child's adoptive mother to adopt the child;
  - The adoptive mother is eligible for 12 weeks of AL and has made an election in the SPLAS at [www.profamilyleave.gov.sg](http://www.profamilyleave.gov.sg) for the adoptive father to take SPL;
  - on or before the date that the adoptive mother makes an election as per (b), the adoptive father is lawfully married to the adoptive mother; and
  - The child is a Singapore citizen. If the child is not a Singapore citizen at birth, the adoptive father or the adoptive mother is a citizen of Singapore on the date a dependant's pass is issued in respect of the child.
8. The mother of the child will only be eligible for any remaining GPML or AL from the point where she meets all the respective eligibility criteria.
9. The father of the child will only be granted SPL if the mother has more GPML or AL than the elected SPL, after all the eligibility criteria are met, and there is also time to consume the SPL before the child turns 12 months old.

### Shared Parental Leave

10. The father of the child must consume his SPL within 12 months from the birth of his child (date inclusive). Any unconsumed SPL after 12 months from the birth of the child will be forfeited.
11. There is no minimum employment service period for the father of the child to qualify for the SPL. The father of the child will be able to take the SPL so long as there is allocation of the of the GPML or AL from his spouse to him in his current employment.

### Notes to Employers

12. Employers should ensure that they have received the duly signed and completed declaration form (SPL1), or such form as the employer may provide in accordance to the requirements specified in the website [www.profamilyleave.gov.sg](http://www.profamilyleave.gov.sg), from the relevant employee (who is the father of the child) before making payment. If the employer is satisfied that the employee is entitled to payment in accordance with paragraph 4 of these Explanatory Notes, he may proceed to grant the leave to him.
13. Employers need not submit this declaration form (SPL1). However, the form should be kept for a period of 5 years from the date of its submission when necessary.
14. For more information or clarification, please contact us at 1800-253-4757 or e-mail to [contactus@profamilyleave.gov.sg](mailto:contactus@profamilyleave.gov.sg). You can also visit our website at [www.profamilyleave.gov.sg](http://www.profamilyleave.gov.sg).