

Service Standard

GPL Scheme	Online Submission	Hardcopy Submission
Adoption Leave for Mothers	10 working days from the day of submission	14 weeks from the day of receipt of application and all relevant documents
Government-Paid Child Care Leave Scheme	10 working days from the day of submission	14 weeks from the day of receipt of application and all relevant documents
Government-Paid Maternity Leave Scheme	10 working days from the day of submission	14 weeks from the day of receipt of application and all relevant documents
Government-Paid Paternity Leave Scheme & Shared Parental Leave	10 working days from the day of submission	14 weeks from the day of receipt of application and all relevant documents
Government-Paid Maternity Leave Scheme (Still-birth)	Not applicable	14 weeks from the day of receipt of application and all relevant documents
Government-Paid Paternity Leave Scheme & Shared Parental Leave (Still-birth)		14 weeks from the day of receipt of application and all relevant documents
Not applicable to employers		
Government-Paid Maternity Benefit (including stillbirth)	14 weeks from the day of receipt of application and all relevant documents	14 weeks from the day of receipt of application and all relevant documents

Notes:

1. "Working days" refer to Mondays to Fridays, excluding public holidays.
2. Incomplete submissions or inaccurate information would result in delays in processing.
3. Online submission which requires follow-up actions will adhere to the service standards of hardcopy submission.