



**GOVERNMENT-PAID CHILDCARE LEAVE (GPCL) SCHEME AND
EXTENDED CHILDCARE LEAVE (ECL) SCHEME
DECLARATION BY EMPLOYEE**

Child Development Co-Savings Act (Cap. 38A)
Child Development Co-Savings (Leave and Benefits) Regulations 2017

This form will take about 3 minutes to complete.

Before you start,

- i) Please read the Explanatory Notes on Page 5.
- ii) Please note that apart from Part 6, all references to “you” or “I” in this form shall be taken to be a reference to you, the applicant, who is applying for Childcare/ Extended Childcare Leave.
- iii) Please remember to submit a copy of the following documents to your employer for verification, along with this form:
 - Your child’s birth certificate (not required for foster parent/kin carer)
 - Singapore citizenship certificate of child (if applicable) (not required for foster parent/kin carer)
 - Letter of Identity for foster parent/kin carer (if applicable)
 - Legal Guardianship document (if applicable).

All fields and tick boxes are mandatory unless otherwise stated.

Scheme applied for (please tick one)

Childcare Leave (GPCL)¹

Extended Childcare Leave (ECL)¹

Part 1: Parent Details

Name:

NRIC / FIN:

Duration of employment in the relevant period²:

Note:

If you are submitting this form to your employer for the first time for the **current relevant period (referred to in Part 3)**, you will need to complete all the sections in the form. Otherwise, please skip Part 4.

Part 2: Declaration of Eligibility

Please indicate “Yes” to only one of the following options (a) and (b) below.

a. As at the date of this application, I have at least one child below the age of 7, who is a Singapore citizen.

Yes

No

b. As at the date of this application, I do not have any child below the age of 7, who is a Singapore Citizen, and have at least one child who is, or is above the age of 7 years but below the age of 13 years who is a Singapore Citizen.”

Yes

No

¹ Please see paragraphs 13 to 15 of the Explanatory Notes.

² “Relevant period” means any 12-month period as agreed to by the employer and employee. Where there is no mutual agreement with the employer, the relevant period refers to a calendar year (1 Jan to 31 Dec).

Part 3: Details of GPCL/ ECL

Note: The term “relevant period” means any 12-month period as agreed to by the employer and employee. Where there is no mutual agreement with the employer, the relevant period refers to a calendar year (1 Jan to 31 Dec).

The relevant period applies for the entire duration of GPCL/ ECL until the employee becomes ineligible (i.e. does not meet the eligibility criteria) or changes employer. If the employee changes employer and is still eligible for GPCL/ ECL, he/she may opt for a different relevant period subject to mutual agreement with the new employer.

- My employer and I have agreed that the following relevant period should apply

Start

D	D	M	M	Y	Y	Y	Y

End

D	D	M	M	Y	Y	Y	Y

- There is no agreement with my employer on the relevant period. I understand the “relevant period” will refer to a calendar year.

Please indicate the date(s) which you will be taking the GPCL/ ECL.

S/N	Leave Date(s) (DD/MM/YYYY)	Leave Duration (Full-Day/Half-Day)

Part 4: Leave Consumption

- A. I have not applied for GPCL/ ECL with my previous employer(s) during the current calendar year.
- B. I have previously applied for GPCL/ ECL with my previous employer(s) during the current calendar year.

If you have selected box B, i.e. taken GPCL/ ECL at any time during the current relevant period, please provide the details below.

S/N	Start date of employment with the previous employer	Last day of employment with the previous employer	Days taken under the previous employer (where applicable)

Number of days of GPCL/ ECL taken with previous employer(s) for the current calendar year: _____

Part 5: Declaration by Employee

- I have read and understood the Explanatory Notes.
- I hereby declare that all information given in this declaration is true, correct and complete.
- (*applicable only to a male employee who is the natural father of the child*) I declare that:-
- a) I am the natural father of the child in respect of whom the GPCL/ ECL is being applied; and
- i) I am lawfully married to the natural mother of the said child; or
- ii) I am not lawfully married to the natural mother of the said child. I declare that at the time the said child was conceived, both I and the child's natural mother were single and unmarried.
- I declare that the child in respect of whom the GPCL/ ECL is being applied for has not been adopted by another person, other than jointly with me
- (*applicable only to an employee who has more than 1 child*) I agree to the allocation of leave in the manner described in the Explanatory Notes.
- (*applicable only to an employee who is a foster parent of the child*) I am a foster parent to the child under a voluntary care agreement entered into pursuant to the Children and Young Persons Act, or pursuant to a court order under the said Act, and I have not ceased to provide care, protection or supervision as a foster parent to the child.
- I understand that:-
- a) It is an offence under the Child Development Co-Savings Act to knowingly make any false or misleading statement, provide, or cause or knowingly allow to be provided, any document or information which I know to be false or misleading in a material particular, such offence being punishable with a fine not exceeding \$20,000 or to imprisonment for a term not exceeding 12 months or to both; and that upon conviction of such offence, the court may, in addition to the prescribed punishment, order me to make restitution of any moneys paid out to me by the Government in reliance of the false or misleading statement, document or information, as the case may be; and
- b) my employer or the Government may recover from me any moneys paid out to me in reliance of any false or misleading statement, document or information, or by reason of a mistake of fact.

Name

NRIC / FIN

Signature & Date

Part 6: Employer's Acknowledgement

- I have agreed to allow my employee (referred to in Part 1) to take the Childcare/ Extended Childcare Leave on the dates stated in Part 3; and
- I understand that if my employee has more than 1 child, the Childcare/ Extended Childcare Leave will be allocated in the manner described in the Explanatory Notes.

Name & Designation_____
NRIC / FIN_____
Company Name_____
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 last date of leave taken by your employee, for verification of details if necessary.

Note to employee:

Please note that your employer can view the total number of days you have taken at "Consumed Childcare Leave" in the Government-Paid Leave Portal. Should you have queries, please email us at contactus@profamilyleave.gov.sg.

EXPLANATORY NOTES ON DECLARATION BY EMPLOYEE

Declaration of Eligibility

1. This form should be submitted by an employee who is the parent of the child in respect of whom Childcare/Extended Childcare Leave is being applied for ("the child") to his/her employer before the start of the Childcare/Extended Childcare Leave.

Eligibility

2. An eligible employee is entitled to consume:-
 - a) Up to 6 days of Childcare Leave per relevant period³; and
 - b) 2 days of Extended Childcare Leave per relevant period.
3. In making the declaration, the employee assures the employer that he/she meets the eligibility criteria for the paid Childcare/Extended Childcare Leave benefits.
4. Subject to paragraph 6, an employee is eligible for paid Childcare Leave during a relevant period if:-
 - a) he/she has any child⁴ below the age of 7 years⁵;
 - b) his/her child is a Singapore citizen, or who becomes, a Singapore citizen before the child's 7th birthday, at any time during any relevant period; and
 - c) he/she has served the employer for a continuous period of not less than 3 months.
5. Subject to paragraph 6, an employee is eligible for paid Extended Childcare Leave during a relevant period if:-
 - a) he/she has any child⁴ who is, or is above the age of 7 years but below the age of 13 years⁵;
 - b) his/her child is a Singapore citizen, or who becomes, a Singapore citizen before the child's 13th birthday, at any time during any relevant period; and
 - c) he/she has served the employer for a continuous period of not less than 3 months.
6. The following persons are not eligible for Childcare/Extended Childcare Leave:
 - a) A male employee if:-
 - i) He is the natural father of the child; and
 - ii) Either he or the natural mother of the child was lawfully married to another person, or both of them were lawfully married but not to each other, at the time the child was conceived.

This applies to all Childcare/Extended Childcare Leave taken on or after 1 November 2021 by the said male employee.

- b) An employee who is entitled to Childcare/Extended Childcare Leave whose contract is terminated (whether by resignation or dismissal, upon the completion of his/her contract of service, or for any other reason). Such employee ceases to be entitled to that leave upon the termination of his/her employment; and is not entitled to any payment in lieu thereof.

This applies even if the termination of employment occurs before the employee has taken the entitlement of Childcare/Extended Childcare Leave, as the case may be, for a relevant period.

- c) An employee whose child is adopted by another person, other than jointly with the employee.
- d) An employee who is a foster parent to the child under a voluntary care agreement entered into pursuant to the Children and Young Persons Act, or pursuant to a court order under the said Act, but who has ceased to provide care, protection or supervision to the child.

³ "Relevant period" means any 12-month period as agreed to by the employer and employee. Where there is no mutual agreement with the employer, the relevant period refers to a calendar year (1 Jan to 31 Dec).

⁴ See paragraphs 11 and 12.

⁵ See paragraphs 13 to 15.

Amount of Payment

7. An employee is entitled to receive payment from the employer at his/her gross rate of pay (inclusive of any CPF contributions that an employer is liable to make under the Central Provident Fund Act) for every day of Childcare/Extended Childcare Leave subject to the following:-
- Where the employee has taken 3 days of Childcare leave, the amount of payment the employee is entitled to receive from his employer shall not exceed \$500 for each subsequent day of Childcare Leave; and
 - The amount of payment an employee is entitled to receive in respect of Extended Childcare Leave shall not exceed \$500 for each day of Extended Childcare Leave.

Duration of Childcare Leave/Extended Childcare Leave

8. The number of days of Childcare Leave that an employee is entitled to take during any relevant period will depend on the length of the employee's service with the employer. This is set out in the table below:

Length of service with employer during relevant period	Number of days of Childcare Leave
Not less than 3 months but less than 5 months	2
Not less than 5 months but less than 7 months	3
Not less than 7 months but less than 9 months	4
Not less than 9 months but less than 11 months	5
Not less than 11 months	6

9. The number of days of Extended Childcare Leave that an employee is entitled to take during any relevant period is 2 days.
10. An employee shall not be entitled to:-
- More than 42 days of Childcare Leave in respect of any child;
 - More than 12 days of Extended Childcare Leave in respect of any child; and
 - More than a combined total of 6 days of Childcare Leave and Extended Childcare Leave during any relevant period.

Child

11. The child, in respect of whom the Childcare/Extended Childcare Leave is being applied for, includes any adopted child, or step-child of the employee or any child who is placed under the care of the employee as the child's appointed foster parent under a voluntary care agreement entered into pursuant to the Children and Young Persons Act, or pursuant to a court order under the said Act.
12. The child must be a Singapore citizen or become a Singapore citizen during any relevant period.

Commencement and consumption of Childcare Leave

13. An employee may consume his first 6 days of Childcare Leave either: (a) in the relevant period in which his child is born or (b) in the following relevant period. The term "relevant period" means any 12-month period as agreed to by the employer and employee. Where there is no mutual agreement with the employer, the relevant period refers to a calendar year (1 Jan to 31 Dec).
14. If an employee begins to consume Childcare Leave **in a relevant period in the year of his child's birth** (i.e. before a child is 1 years old), he will be entitled to:-
- Up to 6 days of Childcare Leave per relevant period *up to the day before the child's 7th birthday*; and
 - 2 days of Extended Childcare Leave per relevant period from the time the child *turns 7 and before he turns 12*.
15. If an employee begins to consume Childcare Leave **in the following relevant period** (i.e. after the child turns 1) he will be entitled to:-
- Up to 6 days of Childcare Leave per relevant period *up to the day before the child's 8th birthday*; and
 - 2 days of Extended Childcare Leave per relevant period from the time the child *turns 8 and before he turns 13*.

Allocation of Childcare Leave where the employee has 2 or more children

16. An employee may only take a combined total of 6 days of Childcare Leave and Extended Childcare Leave during any relevant period. This applies irrespective of the number of children that the employee may have.
17. Where a child is born to an employee during a relevant period where he is already entitled to Childcare/Extended Childcare Leave in respect of one or more older children, MSF will generally consider the leave taken during the relevant period as having been consumed *in respect of an older child*. This is to allow the leave entitlement in respect of the youngest child to begin in the following relevant period. This allocation allows the employee a *longer period* to consume his leave. This allocation is subject to the following conditions:
- Where the employee has 2 or more children who are below the age of 7:** Any leave that is taken in a relevant period during which the youngest child is born (“the Birth Year”) will be considered childcare leave taken in respect of an older sibling (who is below the age of 7).
 - Where the employee has 2 or more children, and only the youngest child is below the age of 7:**
 - If the employee takes 2 days or less of leave in the Birth Year, he will be considered to have consumed Extended Childcare Leave in respect of an older sibling
 - If the employee takes *more* than 2 days of leave in the Birth Year, he will be considered to have consumed childcare leave taken in respect of the *youngest child*.
18. The allocation of leave is illustrated in the following examples.

(Numbers in bold illustrate that the leave is taken in respect of that child)

Example 1: Mrs E has 2 children. Her youngest child (Child 2) was born in 2021. Her eldest child (Child 1) was 2 years old at that time.

Year	Leave Entitlement		Leave taken (up to 6 days per relevant period)
	Child 1	Child 2	
2019	6		6
2020	6		6
2021	6	*	6
2022	6	6	6
2023	6	6	6
2024	6	6	6
2025	6	6	6
2026	2 (ECL)	6	6
2027	2 (ECL)	6	6
2028	2 (ECL)	6	6

The leave taken in the year of Child 2's birth will be considered to have been taken in respect of Child 1. This is so that the leave taken in respect of Child 2 can commence in the following relevant period (i.e. 2022). Her GPCL entitlement in respect of Child 2 will therefore cease in 2028 instead of 2027.

As a result of this allocation approach, Mrs E may consume one more year of GPCL in 2028 (instead of the entitlement ceasing in 2027).

Example 2: Mrs F has 3 children. Her youngest child (Child 3) was born in 2021. At that time, her eldest child (Child 1) was 10 years old, and her second child (Child 2) was 8 years old. **Mrs F takes 2 days of childcare leave in 2021.**

Year	Leave Entitlement			Leave taken (up to 6 days per relevant period)
	Child 1	Child 2	Child 3	
2020	2 (ECL)	2 (ECL)		2
2021	2 (ECL)	2 (ECL)	*	2
2022	2 (ECL)	2 (ECL)	6	6
2023	2 (ECL)	2 (ECL)	6	6
2024		2 (ECL)	6	6
2025		2 (ECL)	6	6
2026			6	6
2027			6	6
2028			6	6

The leave taken in the year of Child 3's birth will be considered to have been taken in respect of Child 2. This is so that the leave taken in respect of Child 3 can commence in the following relevant period (i.e. 2022). Her GPCL entitlement in respect of Child 3 will therefore cease in 2028 instead of 2027.

As a result of this allocation approach, Mrs F may consume one more year of GPCL in 2028 (instead of the entitlement ceasing in 2027).

Example 3: Mrs G has 3 children. Her youngest child (Child 3) was born in 2021. At that time, her eldest child (Child 1) was 10 years old, and her second child (Child 2) was 8 years old. **Mrs G takes 6 days of childcare leave in 2021.**

Year	Leave Entitlement			Leave taken (up to 6 days per relevant period)
	Child 1	Child 2	Child 3	
2020	2 (ECL)	2 (ECL)		2
2021	2 (ECL)	2 (ECL)	6	6
2022	2 (ECL)	2 (ECL)	6	6
2023	2 (ECL)	2 (ECL)	6	6
2024		2 (ECL)	6	6
2025		2 (ECL)	6	6
2026			6	6
2027			6	6
2028			2 (ECL)	2

The leave taken in the year of Child 3's birth will be considered to have been taken in respect of Child 3.

As Mrs G commenced her Childcare Leave with respect to Child 3 in 2021, her GPCL entitlement in respect of Child 3 will cease in 2027. She is eligible for 2 days of ECL from 2028.

Notes to Employers

19. Employers should ensure that they have received and verified the duly signed and completed declaration form (GPCL1), or in such form as in the employer may provide in accordance to the requirements specified in the website www.profamilyleave.msf.gov.sg and supporting documents, from their employee before making payment. If the employer is satisfied that the employee is entitled to payment in accordance with paragraph 4 or 5 of these Explanatory Notes, he may proceed to make payment to him/her.
20. Please do not submit this declaration form. However, please keep this form, for a period of 5 years from the last date of leave taken by your employee, for verification when necessary.
21. For more information or clarification, please contact us at 1800-253-4757 or email to contactus@profamilyleave.gov.sg. Alternatively, you may visit our website at www.profamilyleave.msf.gov.sg.