



GOVERNMENT-PAID SHARED PARENTAL LEAVE (SPL) 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 7, all references to “you” or “I” in this form shall be taken to be a reference to you, the applicant, who is applying for Shared Parental Leave.
- iii) The child’s mother is required to complete the Shared Parental Leave (SPL) Election¹ form under “Share My Leave” at www.profamilyleave.msf.gov.sg to share her Government-Paid Maternity Leave (GPML)/ Adoption Leave for Mothers (AL) with you, the child’s father.
- iv) A duplicate copy of this form should be submitted by the child’s mother to her employer (where applicable) when she applies for GPML/ AL.
- v) The leave allocation between you and the child’s mother, cannot be changed once she has submitted the election².
- vi) Please remember to submit a copy of the following documents to your employer for verification, along with this form:
 - For natural father:
 - Your child/children’s birth certificate(s)
 - Notification of a Stillbirth or Certificate of Registration of Stillbirth (if applicable)
 - Singapore citizenship certificate of child (if applicable)
 - Marriage Certificate
 - For adoptive father:
 - Your child/children’s birth certificate(s)
 - Court application to adopt (for Singapore citizen child)
 - Dependant’s Pass or document evidencing that the application for the dependant’s pass has been approved (for non-Singapore citizen child)
 - Marriage Certificate.

All fields and tick boxes are mandatory unless otherwise stated.

* Delete where applicable

Part 1: Parent Details

Name:

NRIC / FIN:

Part 2: Child Details

For natural father³

Biological

Stillbirth

Birth Certificate No.: _____

Stillbirth Notification / Reg No.: _____

For adoptive father⁴

¹ The election must be made after the prescribed week of pregnancy and before the end of the 12 month period commencing on the child’s date of birth. Please refer to the Child Development Co-Savings (Leave and Benefits) Regulations 2017 for the meaning of prescribed week.

² The election is irrevocable save for the circumstances set out in the Child Development Co-Savings Act and the Child Development Co-Savings (Leave and Benefits) Regulations 2017.

³ A “natural father”, in relation to a child, includes a person who is identified in the registration of the birth of the child as the father of the child.

⁴ An “adoptive father” includes a man who applies to adopt a child in accordance with any written law relating to the adoption of children or has obtained a dependant’s pass for a child whom he intends to adopt in accordance with any written law relating to the adoption of children.

Birth Certificate / Dependant's Pass ⁵ No.:	Date of Adoption Order (if available):	
Part 3: Citizenship		
Biological Child		
a. The child in respect of whose birth I am applying for Shared Parental Leave has been, or will be, registered as a Singapore citizen within 12 months from the date of the child's birth.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stillborn Child⁶		
b. The child's mother was a citizen of Singapore at the time of the child's delivery. <i>(If the answer is "Yes", please skip to Part 4.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. I was a citizen of Singapore at the time of my child's delivery and was lawfully married to the child's mother on or before the child's delivery.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adoptive Child (Singapore Citizen)		
d. The child whom I am adopting is a Singapore citizen and I have made an application to the Court to adopt the child. <i>(If the answer is "Yes", Please indicate the date of the Court application: _____(hereinafter referred to as the "date of the FIA" in this form))</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adoptive Child (Non-Singapore Citizen)		
e. The child whom I am adopting was not a Singapore citizen at the date on which a dependant's pass (DP) was issued by Ministry of Social and Family Development in respect of the child. <i>(If the answer is "Yes", Please indicate the date on which the DP was issued: _____(hereinafter referred to as the "date of the FIA" in this form))</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
f. I am making a joint application with the child's adoptive mother to adopt the child. Either I or the adoptive mother have been a Singapore citizen since the date of the FIA.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Part 4: Spouse Details and Marital Status		
Name:	NRIC / FIN:	
For natural father		
a. I was lawfully married to the child's mother on or before the child's birth. <i>(If the answer is "Yes", please skip to Part 5.)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. I was lawfully married to the child's mother within 12 months commencing on the date of the child's birth, but on or before the date the child's mother made an election for me to take Shared Parental Leave.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

⁵ "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 to enable the child to remain, or to enter and remain, in Singapore for the purposes of adoption under the Adoption of Children Act, and includes a document evidencing that the application for the dependant's pass has been approved.

⁶ If the child was delivered overseas, please email us at contactus@profamilyleave.gov.sg to check if you are eligible.

For adoptive father		
c. I was lawfully married to the adoptive mother on or before the date that the adoptive mother made an election for me to take Shared Parental Leave.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Part 5: Leave Consumption		
Format of taking leave		
<p>Note: Please refer to paragraphs 1 to 13 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.</p> <p><i>(Please indicate "Yes" to only one of the following options (a), (b) and (c) below.)</i></p>		
a. I will take my Shared Parental Leave continuously for 1 week/ 2 weeks/ 3 weeks/ 4 weeks*.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. I will take my Shared Parental Leave in more than one period, each being of one or more whole weeks, and all of which in aggregate are equal in duration to 1 week/ 2 weeks/ 3 weeks/ 4 weeks*.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. I will take my Shared Parental Leave in more than one period (each being of such duration as is agreed with my employer), all of which in aggregate are equal in duration to 1 week/ 2 weeks/ 3 weeks/ 4 weeks* my weekly index ⁷ or 6 days (whichever is lower).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Part 6: Declaration by Employee		
<p><input type="checkbox"/> I have read and understood the Explanatory Notes.</p> <p><input type="checkbox"/> I hereby declare that:-</p> <p>a) all information given in this declaration is true, correct and complete; and</p> <p>b) the child's mother has elected for me to take the period of Shared Parental Leave as indicated in this application, and such election has not been revoked.</p> <p><input type="checkbox"/> I understand that:-</p> <p>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</p> <p>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.</p> <p><input type="checkbox"/> <i>(applicable only for adoptive father)</i> I further understand that the Government may recover the whole or any part of the payment for the Shared Parental Leave claimed if:-</p> <p>a) the child is not adopted within 12 months commencing on the date of the FIA; or</p> <p>b) the child is not a Singapore citizen by birth, and does not become a citizen of Singapore within 6 months commencing on the date the child is adopted.</p>		

⁷ Number of working days a week.

_____ Name	_____ NRIC / FIN	_____ Signature & Date
Part 7: Employer's Acknowledgement		
<p>Note: Please ensure that your employee has met all the eligibility criteria and conditions (refer to paragraphs 1 to 13 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.</p> <p><i>(Please refer to your employee's format of taking leave under Part 5 of this form when filling in this portion and indicate "Yes" to only one of the following options (a), (b) or (c) below.)</i></p>		
a. I have agreed to allow my employee to take his Shared Parental Leave as per Part 5(a) above.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. I have agreed to allow my employee to take his Shared Parental Leave as per Part 5(b) above.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. I have agreed to allow my employee to take his Shared Parental Leave as per Part 5(c) above.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____ 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.

EXPLANATORY NOTES ON DECLARATION BY EMPLOYEE

Declaration of Eligibility

1. In making the declaration, the male employee assures the employer that he meets the eligibility criteria for the Shared Parental Leave (“SPL”) under the Child Development Co-Savings Act by the start of the SPL.

Duration of SPL and election by child’s mother

2. A male employee who is the *natural father*⁸ of a child may take up to 4 weeks of SPL within the period of 12 months commencing from the date of the child’s birth. The child’s mother must first be eligible for Government Paid Maternity Leave (“GPML”) in order to allocate up to 4 weeks of her leave to the male employee as SPL, and must make an election⁹ under “Share My Leave” at www.profamilyleave.msf.gov.sg for the male employee to take SPL. The election form submitted by the child’s mother will state the amount of SPL that the male employee will be entitled to claim.
3. A male employee who is the *adoptive father*¹⁰ of a child may take up to 4 weeks of SPL after the date of the formal intent to adopt (“FIA”)¹¹. The child’s mother must first be eligible for GPML or Adoption Leave for Mothers (“AL”) in order to allocate up to 4 weeks of her leave to the male employee as SPL, and must make an election under “Share My Leave” at www.profamilyleave.msf.gov.sg for the male employee to take SPL. The election form submitted by the child’s mother will state the amount of SPL that the male employee will be entitled to claim.
4. Such male employee must meet all the eligibility criteria (set out in paragraphs 6 or 8 below) before he is entitled to take SPL and be granted payment for the same.
5. A male employee may still be entitled to take SPL where a child’s mother has (i) passed away before making any election for him to take SPL or (ii) revoked an election for him to take SPL but passed away before a new election could be made. For such cases, MSF will assist such male employee in making the relevant application. Such male employees should email us at contactus@profamilyleave.gov.sg.

Eligibility criteria

6. A male employee who is the natural father of a child is eligible for paid SPL if:-
 - a) his child is born on, or his child’s estimated delivery date is on or after 1 Jul 2017, or (in the case of a stillborn child) on or after 1 Nov 2021;
 - b) his child:-
 - i) is a Singapore citizen at the time of the child’s birth, or (in the case of a stillborn child) would have been a citizen of Singapore at birth; or
 - ii) is not a Singapore citizen at birth but becomes a Singapore citizen within 12 months commencing on the date of the child’s birth;
 - c) the child’s mother was lawfully married to him:-
 - i) at the time the child was conceived;
 - ii) after the child was conceived but before the child’s birth; or

⁸ A “natural father”, in relation to a child, includes a person who is identified in the registration of the birth of the child as the father of the child.

⁹ The election must be made after the prescribed week of pregnancy and before the end of the 12 month period commencing on the child’s date of birth. Please refer to the Child Development Co-Savings (Leave and Benefits) Regulations 2017 for the meaning of prescribed week.

¹⁰ An “adoptive father” includes a man who applies to adopt a child in accordance with any written law relating to the adoption of children or has obtained a dependant’s pass for a child whom he intends to adopt in accordance with any written law relating to the adoption of children.

¹¹ The date of the FIA is to be determined as follows:

If the child is a Singapore citizen, the date of the FIA is the date on which an application to adopt is made to the Court.

If the child is a non-Singapore citizen, the date of the FIA is the date on which a dependant’s pass was issued by MSF in respect of the child.

iii) within 12 months commencing on the date of the child's birth, but on or before either of the following applicable dates:

- (1) the date that the child's mother makes an election for the male employee to take SPL;
- (2) the date of the child's mother's death if she dies before making an election for the male employee to take SPL, or where a previous election has been revoked but the child's mother dies before she is able to make a new election.

whether or not such marriage remains subsisting at the time of the child's birth, or on the date of the election or the child's mother's death, as the case may be.

7. A male employee whose child is stillborn must provide the Stillbirth Notification/Registration Number (which may be found in a Notification of a Stillbirth certified by a medical practitioner or a registered midwife or in a Certificate of Registration of Stillbirth issued by the Immigration and Checkpoints Authority)¹² and be registered in the Notification of a Stillbirth.
8. A male employee who is the adoptive father of a child is eligible for paid SPL if:-
 - a) he has made a joint application with the child's adoptive mother to adopt the child;
 - b) the date of the FIA is on and after 1 Jul 2017;
 - c) he is lawfully married to the adoptive mother on or before either of the following applicable dates:
 - i) the date that the child's adoptive mother makes an election for the male employee to take SPL;
 - ii) the date of the child's mother's death if she dies before making an election for the male employee to take SPL, or where a previous election has been revoked but the child's mother dies before she is able to make a new election; and
 - d) where the child is not a citizen of Singapore, either the adoptive father or the adoptive mother has been a Singapore citizen since the date on which a dependant's pass¹³ is issued in respect of the child.
9. The mother's entitlement for GPML or AL will be reduced by the number of weeks shared.

Consumption of Shared Parental Leave

10. SPL may be taken:
 - a) *Continuously*
 - i) For one period equal in duration to N weeks;
 - b) *Non-Continuously*
 - i) More than one period, each being of one or more whole weeks, and all of which in aggregate are equal in duration to N weeks; or
 - ii) More than one period (each being of such duration as is agreed between the employer and employee), all of which in aggregate are equal in duration to N times the weekly index¹⁴ or 6 days (whichever is lower).

¹² If the Notification of a Stillbirth is not available, for example, where the stillbirth happened overseas, the meaning of "stillborn child" in the Registration of Births and Deaths Act 2021 will apply.

¹³ "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 to enable the child to remain, or to enter and remain, in Singapore for the purposes of adoption under the Adoption of Children Act, and includes a document evidencing that the application for the dependant's pass has been approved.

¹⁴ Number of working days a week.

Where “N” is the number of weeks (1,2,3 or 4) that the child’s mother has specified in her election submitted at www.profamilyleave.msf.gov.sg (under “Share My Leave”).

11. A male employee may consume his SPL no earlier than the date that the child’s mother makes an election to share her leave with him at www.profamilyleave.msf.gov.sg (under “Share My Leave”). He must consume his SPL within 12 months from the child’s date of birth. Any SPL that has not been consumed within 12 months from the child’s date of birth will be forfeited.
12. A male employee who is an adoptive father who meets all the eligibility criteria, may only take SPL only after the date of the FIA.
13. There is no minimum employment service period for a male employee to qualify for SPL. The male employee will be able to take SPL so long as the child’s mother has made the requisite election, and the male employee meets the relevant eligibility criteria.

Notes to Employers

14. Employers should ensure that they have received and verified the duly signed and completed declaration form (SPL1), or in such other form 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 6 or 8 of these Explanatory Notes, he may proceed to make payment to him.
15. 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.
16. 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.