

Frequently-Asked Questions (FAQs) on Leave Benefits for Adjunct Lecturers (AL)

Question	Answer
1. When are ALs eligible for leave benefits?	In order to be eligible for the leave benefits, the AL will need to be in service for at least 3 months in the current contract. If there is a break of more than one month between two contracts, the AL will again need to be in service for at least 3 months in the second contract before being eligible for leave benefits.
2. If an AL has multiple contracts, how will the 3 months eligibility be determined?	If an AL has multiple contracts in a semester, e.g. Contract 1 for period of 4 months from 16 Apr 2018 to 17 Aug 2018 and Contract 2 for period of 2 months from 16 Jun 2018 to 17 Aug 2018, he will be considered to have satisfied the 3 months eligibility criteria for leave benefits for both contracts.
3. If the break between two contracts is less than 1 month, can the AL carry forward unutilised leave to the new contract?	If the break between two contracts is less than 1 month, the contracts are considered to be continuous and unutilised leave can be carried forward from the first contract to the second contract. Otherwise, any unutilised leave from first contract will lapse and will not be carried forward to the second contract. As leave period is based on academic year, the carry forward can only occur within the same academic year.
4. Is leave eligibility based on Calendar Year or Academic Year?	The leave eligibility will be based on Academic Year.
5. What are the leave benefits that ALs are eligible for?	ALs who have served at least 3 months of service will be entitled to the following types of leave (subject to the eligibility criteria of each type of leave): <ul style="list-style-type: none"> • Annual Leave • Medical Leave • Hospitalisation Leave • Child Care Leave • Extended Child Care Leave • Maternity Leave • Paternity Leave • Shared Parental Leave • Adoption Leave
6. Besides leave benefits, are there any other benefits given to ALs?	For now, only leave benefits have been extended to the ALs.
7. How will ALs be compensated for Annual Leave?	Subject to a minimum service period of 3 months, the fulfillment of contracted hours and continued employment with Singapore Polytechnic, as per the terms of letter of appointment, the Adjunct Lecturer shall be eligible for a maximum of 7 days of Annual Leave per Academic year and gazetted public holidays, as declared by the Government of Singapore. The actual amount of Annual Leave and Public Holidays shall be <u>pro-rated according</u> to actual working hours. The Adjunct Lecturer is not to take the Annual Leave but instead will be paid in lieu of leave. The <u>pro-rated</u> Annual Leave and Public Holiday benefits will be commuted into salary and paid to the AL upon the completion of contract. The amount will be adjusted accordingly should the actual working hours fulfilled differ from the

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	<p>original contracted hours.</p> <p>The computation of salary in lieu of leave is as follows: A : max of 7 days of Annual leave B : No. of gazetted Public Holidays in an Academic Year No. of hours of leave = (A + B days) x 8 hours per day x [(Total Number of Hours Worked by AL for Duration of Contract)/2088 hours</p> <p>Payment of Annual Leave = No. of hours of leave X Hourly Rate</p>
<p>8. Will e-learning classes be computed for leave claims?</p>	<p>Yes, only if there is clocking record for the class. The AL can submit the clock in/out record via the 'Request to Amend Clocking Records' after the class has been conducted, but this must be done within 2 weeks of end of contract period.</p> <p>Failing to do so will result in non-payment.</p>
<p>9. Will working hours submitted via manual claim form (Claim for Shortage of Payment) be computed for Annual Leave payment?</p>	<p>We regret that claims submitted via manual forms will not be computed towards annual leave payment.</p> <p>ALs who experience difficulty in clocking in/out are required to submit 'amend clocking record' or approach the CETA Rep for assistance soonest possible.</p>
<p>10. If AL is on medical leave on a scheduled class day, will he/she be paid for the class even though he/she did not teach?</p>	<p>Subject to a minimum service period of 3 months, the AL will be paid, provided medical leave claimed is within the AL's leave eligibility. Payment will be made within 2 months after the end of semester if the contract ends during the semester.</p>
<p>11. How do ALs apply for the various types of leave?</p>	<p>ALs are required to submit their leave claims by sending the softcopy of the completed Leave Claims form to the Department of Human Resource within 2 weeks of end of contract. The form can be found in CETA e-Services and under the Adjunct Lecturer tab in Staff Portal.</p>
<p>12. When must leave claims be submitted to HR?</p>	<p>ALs are required to consolidate and submit ONE Leave Claim form (in Excel format) at the end of contract. The form must be submitted to HR within 2 weeks of end of contract.</p> <p>We regret that late submission will result in non-payment for leave claims.</p> <p>Female ALs claiming for Maternity Leave should inform her School at least one week before leave starts and submit claims for Maternity Leave to HR as soon as leave starts and need not wait until end of contract for submission.</p>
<p>13. Are ALs required to submit supporting documents when applying leave (e.g. medical leave)?</p>	<p>ALs are not required to submit documentation together with the leave claim form. However, supporting documents must be kept for 1 year for audit purposes. For Childcare leave, supporting documentation is not required.</p>

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14. When will payment be made to AL for leave taken?	Other than maternity and adoption leave, payment for all other leave types will be made within 2 months after the end of semester. For maternity and adoption leave, payment will be made via monthly payroll when claim is submitted.