

Provision of Leave Benefits for Adjunct Lecturer

1. All Adjunct Lecturers with Appointments of **3 months or more** will be entitled to Leave Benefits. The terms and conditions for each type of Leave are given below.

Annual Leave

2. 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 pro-rated according to actual working hours. The Adjunct Lecturer is not to take the Annual Leave but instead will be paid in lieu of leave.
3. The pro-rated Annual Leave and Public Holiday benefits will be commuted into salary and paid to you upon the completion of contract. The amount will be adjusted accordingly should the actual working hours fulfilled differ from the original contracted hours.

Medical and Hospitalisation Leave

4. Subject to a minimum service of 3 months, the Adjunct Lecturer shall be eligible for certified paid Medical Leave and Hospitalisation Leave (if certified by medical or dental practitioner from licensed local medical institutions under the Ministry of Health).
5. The Medical Leave and Hospitalisation Leave shall be pro-rated based on the Adjunct Lecturer's working hours and contract period, as shown in the table below.

| Working Hours per Week | Pro-rated Medical/Hospitalisation Leave Entitlement | |
|---------------------------------|---|---|
| | Medical Leave | Hospitalisation Leave |
| < 5 hours per week | 4 hours per semester or 8 hours per year | 17 hours per semester or 34 hours per year |
| 5 hours to 10 hours per week | 8 hours per semester or 16 hours per year | 34.5 hours per semester or 69 hours per year |
| > 10 hours to 15 hours per week | 12 hours per semester or 24 hours per year | 52 hours per semester or 104 hours per year |
| > 15 hours per week | 16 hours per semester or 32 hours per year | 69 hours per semester or 138 hours per year |

Note:

- a) The hours given in the table above are for 15 weeks per semester and are based on Academic Year.
 - b) The outpatient Medical Leave entitlement is a subset of the Hospitalisation Leave entitlement.
 - c) Unutilised leave cannot be carried forward from one contract to another.
 - d) **Original medical certificates are to be kept by the Adjunct Lecturer for a period of 12 months from date of submission of Medical or Hospitalisation Leave claims, to be presented to** the Department of Human Resource as and when required for audit purposes.
6. The Medical Leave will be commuted into salary and paid to Adjunct Lecturer upon the completion of contract.
 7. Medical certificate issued by Traditional Chinese Medicine practitioners are not recognised for granting of medical leave.

Childcare Leave

8. Subject to a minimum service of 3 months, the Adjunct Lecturer shall be eligible for Childcare Leave. The leave shall be given by days and will be for Singapore citizen children. The eligibility is as given in the table below.

| Benefit (no. of days) | Completed months of service | | | | | | | | | |
|---|-----------------------------|---|---|---|---|---|---|----|-----|-----|
| | <3 | 3 | 4 | 5 | 6 | 7 | 8 | 9* | 10* | 11* |
| Childcare Leave (for parent of at least 1 child below 7 years old) | 0 | 2 | 2 | 3 | 3 | 4 | 4 | 5 | 5 | 6 |
| Extended Childcare Leave (for parent of at least 1 child between 7 and 12 years old) | 0 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |

*Total number of days of Childcare Leave and Extended Childcare Leave cannot exceed **6 days** per academic year.

9. For non-Singapore citizen children, the Adjunct Lecturer is entitled to **2 days** of Childcare Leave per academic year, regardless of the number of non-Singapore citizen children who qualify, as long as the child is below 7 years old.
10. The Childcare Leave will be commuted into salary and paid to Adjunct Lecturer upon the completion of contract. Payment is capped at \$500 per day, including CPF contributions.
11. A copy of child's birth certificate is to be presented to the Department of Human Resource as and when required for audit of Childcare Leave claims.

Maternity Leave

For mothers of Singapore citizen babies

12. A female Adjunct Lecturer will be granted a total of 16 weeks of paid Maternity Leave for all her confinements, where "confinement" means the delivering of a child, if:
- the child is a Singapore citizen;
 - she has served at least 3 months preceding the birth of child; and
 - she is still in service.
13. The 16 weeks leave must be taken continuously.
14. A female Adjunct Lecturer will not be granted medical leave during her Maternity Leave unless her illness is not related to the confinement.

For mothers of non-Singapore citizen babies

15. A female Adjunct Lecturer will qualify for 8 weeks of Maternity leave if:
- she has served at least 3 months preceding the birth of child;
 - it is her first or second confinement. If she already has two or more children as a result of multiple births at the first confinement, she will also qualify for Maternity Leave for the second confinement; and
 - she is still in service.
16. The 8 weeks leave must be taken continuously.
17. A female Adjunct Lecturer will not be granted medical leave during her Maternity Leave, unless her illness is not related to the confinement.

18. A female Adjunct Lecturer who is eligible for Maternity Leave, commencing either during the 4 weeks immediately before the date of confinement, or immediately after confinement, shall inform her school and apply for such leave at least one week in advance of the leave commencement date.
19. She shall submit a copy of her child's birth certificate and declare the number of living children she has at that time, to the Department of Human Resource as and when required for audit of Maternity Leave claims.
20. The Maternity Leave will be commuted into salary and paid to the Adjunct Lecturer upon the submission of claim.

Shared Parental Leave

21. Subject to a minimum service period of 3 months, a male Adjunct Lecturer can consume up to 4 weeks of his spouse's Maternity Leave, subject to her agreement and the following criteria:
 - a) the child is a Singapore citizen;
 - b) the child's mother qualifies for Government-Paid Maternity Leave;
 - c) he is lawfully married to the child's mother; and
 - d) he is still in service.
22. Shared Parental Leave must be taken in a continuous period within 16 weeks of the birth of the child.
23. If a female Adjunct Lecturer agrees to share 4 weeks of her Government-Paid Maternity Leave with her spouse, her Maternity Leave eligibility will be adjusted accordingly from 16 weeks to 12 weeks.
24. A male Adjunct Lecturer who is eligible for Shared Parental Leave shall inform his school and apply for such leave at least one week in advance of the leave commencement date. He shall declare that his spouse is eligible for Government-Paid Maternity Leave and that she has registered her decision to share her leave in the Shared Parental Leave Allocation System available in www.profamilyleave.gov.sg.
25. A copy of the child's birth certificate, marriage certificate and spouse's NRIC shall be submitted to the Department of Human Resource as and when required for audit of Shared Parental Leave claims.
26. The Shared Parental Leave will be commuted into salary and paid to Adjunct Lecturer upon the completion of contract. Payment is capped at \$2,500 per week, including CPF contributions.

Paternity Leave

27. A male Adjunct Lecturer will be eligible for 2 weeks of Paternity Leave on each occasion of the birth of all his children if he meets all the criteria below:
 - a) he has been in service for at least 3 months preceding the birth of the child;
 - b) the child is a Singapore citizen at the time of birth;
 - c) he is lawfully married to the child's mother; and
 - d) he is still in service.
28. The leave must be taken continuously by the Adjunct Lecturer within 16 weeks from the date of birth of his child.
29. A copy of the child's birth certificate shall be submitted to the Department of Human Resource as and when required for audit of Paternity Leave claims.

30. A male Adjunct Lecturer who is eligible for Paternity Leave shall inform his school and apply for such leave at least one week in advance of the leave commencement date.
31. The Paternity Leave will be commuted into salary and paid to Adjunct Lecturer upon the completion of contract. Each week of Paternity Leave is capped at \$2,500, including CPF contributions.

Adoption Leave

32. A female Adjunct Lecturer legally adopting a child will be eligible for 12 weeks of Adoption Leave if she meets the following criteria:
 - a) she has been in service for at least 3 months preceding the point of 'formal intent to adopt' – i.e. filing of the adoption petition to the Family Court to commence the legal adoption process (for Singapore citizen child) or issuance of In-principle Approval for Dependent's Pass for the adopted child by the Ministry of Social and Family Development (for foreign child);
 - b) The formal intent to adopt falls on or after 1 July 2017;
 - c) The adopted child is a Singapore citizen; or if the child is a foreigner, at least one of the adoptive parents must be a Singapore citizen;
 - d) The Adoption Order is passed within 1 year from the point of 'formal intent to adopt'; and
 - e) The legally adopted child, if foreign, becomes a Singapore citizen within 6 months after obtaining the Adoption Order.
33. An eligible Adjunct Lecturer may start consuming her Adoption leave from the point of 'formal intent to adopt' and before the legally adopted child reaches 12 months of age.
34. The 12 weeks Adoption Leave must be taken continuously.
35. The Adoption Leave will be commuted into salary and paid to the Adjunct Lecturer upon the submission of claim. Payment is capped at \$10,000 per every 4 weeks leave taken, including CPF contributions.
36. A copy of the legal documents shall be submitted to the Department of Human Resource as and when required for audit of Adoption Leave claims.