

FACTSHEET ON ENHANCED WORK-LIFE GRANT WITH EFFECT FROM 1 JUL 2018

(A) WHAT IS THE WORK-LIFE GRANT?

The Work-Life Grant was introduced in April 2013, to provide funding support to companies, for the implementation of Flexible Work Arrangements (FWAs) for all employees. FWAs help create a conducive work environment, that benefits both employers and employees; employers can better attract and retain employees, while employees can better manage their work and personal commitments.

2. The current Work-Life Grant has seen increasing take-up in 2016 and 2017, and will expire on 31 March 2018. To build on the momentum, the Work-Life Grant will be enhanced with effect from 1 July 2018. Each eligible company could receive funding capped at \$105,000 per company¹, for their local employees who adopt FWAs or job sharing arrangements, over two (2) years.

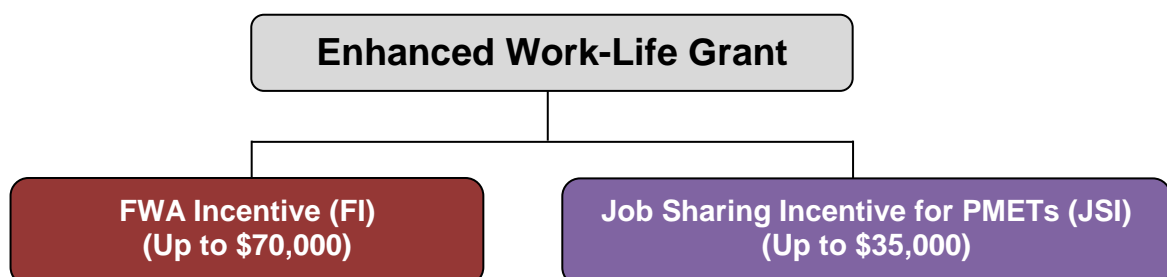
(B) WHO IS ELIGIBLE TO APPLY FOR THE ENHANCED WORK-LIFE GRANT?

3. All local companies can apply for the enhanced Work-Life Grant if they are legally registered or incorporated in Singapore. This includes societies and non-profit organisations such as charities and voluntary welfare organisations.

4. Companies that have previously obtained the FWA Incentive (FI) under the Work-Life Grant are not eligible to apply for the enhanced Work-Life Grant.

(C) WHAT KIND OF SUPPORT IS AVAILABLE?

5. Companies can tap on the following grants under the enhanced Work-Life Grant to implement and sustain FWAs for their employees. Please refer to **Annex A** for an overview of the enhanced Work-Life Grant.



6. Please refer to **Annex B** for details on each of the grant components.

(D) HOW CAN COMPANIES APPLY FOR THE ENHANCED WORK-LIFE GRANT?

¹ Companies must be legally registered or incorporated in Singapore, with a Unique Entity Number (UEN) registered with ACRA.

7. Companies should submit their applications for the enhanced Work-Life Grant directly to the appointed WorkPro Programme Partners. This service is provided at no cost to companies.

Programme Partners	NTUC's e2i	SNEF
Hotline	6474 0606	6290 7694
Email	followup@e2i.com.sg	workpro@snef.sg
Website	www.e2i.com.sg	www.snef.org.sg

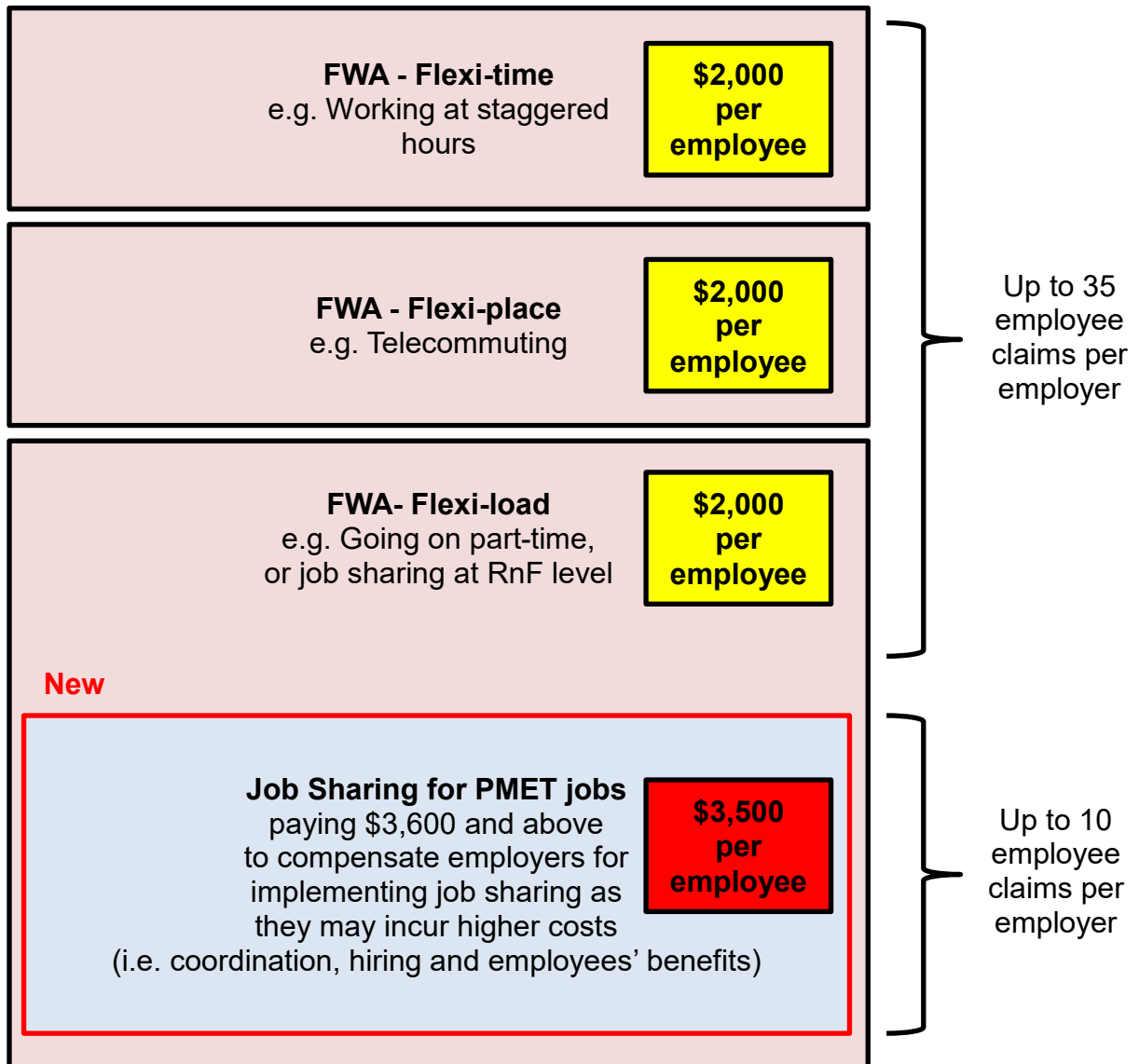
(E) WHERE TO GET MORE INFORMATION

8. Companies that wish to find out more about the enhanced Work-Life Grant can contact the Programme Partners.

9. More information can also be found at www.wsg.gov.sg/workpro and www.mom.gov.sg/workpro.

Annex A

Overview of the enhanced Work-Life Grant



Annex B

ENHANCED WORK-LIFE GRANT (UP TO \$105,000 PER COMPANY¹)

What Is It?

1. The enhanced Work-Life Grant provides funding support for the implementation of Flexible Work Arrangements (FWAs). The enhanced Work-Life Grant consists of the FWA Incentive and Job Sharing Incentive.

Companies may tap on either or both components of the enhanced Work-Life Grant.

What is considered as a FWA under this grant?

2. FWAs that can be funded are flexi-load (e.g. part-time, job sharing), flexi-time (e.g. staggered working hours, compressed work week) and flexi-place (e.g. telecommuting). Other FWAs may be considered on a case-by-case basis. Employees adopting FWAs must be working on a regular basis (i.e. not ad-hoc or casual employees).

For a company to qualify for the enhanced Work-Life Grant, its employee(s) must have adopted FWAs for a continuous six (6) months. The company must be supportive of the employee's request for the FWA. Some examples are as follows:

Type of FWA	Rate of Use of FWA
Flexi-Load e.g. Part-time, Job sharing	Employee must have worked part-time (i.e. less than 35 hours per week) for a continuous six (6) months.
Flexi-Time e.g. Staggered working hours	Employee must have started and ended work within a minimum two-hour band* of the company's original working hours, for a continuous six (6) months. <i>* For example, a company's original working hours are between 9am and 6pm. Under the staggered working hours arrangement, employees are given the flexibility to start work between 8am and 10am, and end work accordingly, between 5pm and 7pm.</i>
Flexi-Place e.g. Telecommuting	Employee must have telecommuted at least 12 times over a continuous six (6) months to be considered a regular user. The usage need not be evenly spread out over the six (6)-month period.

What is considered job sharing under this grant?

3. Job sharing is an arrangement in which two or more employees share the same job, but work at different times, although there may be time overlap to maintain continuity. Job sharers may work only part of the day or the week, or only alternate weeks. Examples of job sharing arrangements are illustrated as follows:

Example (a): 1 existing employee requires job sharing arrangement

	Illustration	Explanation

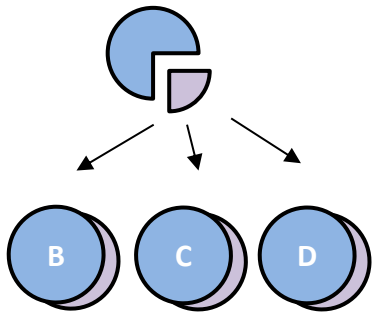
Before job sharing		<ul style="list-style-type: none"> 1 existing employee, Employee A, requires a job sharing arrangement as he is only able to work for 50% of his original workload.
Under job sharing		<ul style="list-style-type: none"> The company assesses that it is necessary to employ a new hire, Employee X, to take on the remaining workload. Under the job sharing arrangement: <ul style="list-style-type: none"> Employee A works for 50% of his original workload. The remaining 50% of his workload is shared with the new hire, Employee X.

Example (b): 2 existing employees require job sharing arrangement

	Illustration	Explanation
Before job sharing		<ul style="list-style-type: none"> 2 existing employees, Employees A and B, require job sharing arrangement as they are only able to work for 75% of their original workloads.
Under job sharing		<ul style="list-style-type: none"> The company assesses that it is necessary to employ a new hire, Employee X, to take on the remaining workload. Under the job sharing arrangement: <ul style="list-style-type: none"> Employees A and B each work for 75% of their original workload. The remaining 50% of their combined workload is shared with the new hire, Employee X.

Example (c): 1 existing employee requires job sharing arrangement

	Illustration	Explanation
Before job sharing		<ul style="list-style-type: none"> 1 existing employee, Employee A, requires a job sharing arrangement as he is only able to work for 75% of his original workload.

<p>Under job sharing</p>		<ul style="list-style-type: none"> • The company assesses that it is not necessary to employ a new hire to take on the remaining workload. • Under the job sharing arrangement: <ul style="list-style-type: none"> ○ Employee A works for 75% of his original workload. ○ The remaining 25% of his workload is shared with 3 or more existing employees.
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What are the requirements to claim for FWA Incentive (FI)?

- a. Companies are required to adopt the Tripartite Standard on FWAs at point of claim, as part of the enhanced Work-Life Grant to better attract and retain talent and improve the productivity of their workforce.
- b. Companies are eligible to receive the FWA Incentive of \$2,000 per local employee (Singapore Citizens and Singapore Permanent Residents) who is a regular user², per year for two (2) consecutive years, capped at \$70,000 per company¹.
- c. Companies can only claim for regular employees on permanent or a minimum employment contract term of twelve (12) months, i.e. no casual or temporary employees.

What are the requirements to claim for Job Sharing Incentive (JSI)?

- a. Companies are required to adopt the Tripartite Standard on FWAs at point of claim, as part of the enhanced Work-Life Grant to better attract and retain talent and improve the productivity of their workforce.
- b. Companies are eligible to receive the Job Sharing Incentive of \$3,500 per local PMET employee (Singapore Citizens and Singapore Permanent Residents) who is a regular user², per year for two (2) consecutive years, capped at \$35,000 per company¹.
- c. Companies can only claim for full-time PMET employees on permanent or a minimum employment contract term of twelve (12) months, in a job paying a gross monthly salary³ of at least \$3,600, prior to the job sharing arrangement.
- d. Companies must have put in place a formal arrangement to redistribute workload amongst the employees and remunerate accordingly. The employees taking on the redistributed work can be existing employees or new hires with a minimum employment contract term of twelve (12) months.

¹ Companies must be legally registered or incorporated in Singapore, with a Unique Entity Number (UEN) registered with ACRA.

² An employee must have adopted the FWA or job shared for a continuous six (6) months to qualify as a regular user.

³ The sum of an employee's monthly basic pay and any regular allowance given on a monthly basis.