

## FACTSHEET ON WORK-LIFE GRANT

Work-Life Grant (WLG) provides funding support to companies to implement and sustain the use of Flexible Work Arrangements (FWAs) for all employees to create work-life harmony at the workplace. The Grant consists of the FWA Incentive and Job Sharing Incentive. Companies may tap on either or both grants. Eligible companies could receive funding, capped at \$105,000 per company for local employees<sup>1</sup>, over two (2) years. Companies would also be subjected to caps within the respective grant components.

### Who is eligible to apply for the Work-Life Grant?

- All local companies can apply for WLG if they are legally registered or incorporated in Singapore. This includes societies and non-profit organisations such as charities and voluntary welfare organisations. Governmental agencies, statutory boards and other organs-of-state are not eligible.
- Companies which have previously obtained the FWA Incentive under WLG 1.0 will not be eligible.

### How do companies apply for the Work-Life Grant?

4. NTUC's e2i, SMF and SNEF are the appointed Programme Partners (PPs). Companies can approach any one of the PPs to apply for WLG. This service is provided at no cost to companies. Applications must be submitted directly by the companies. Third-party applications through consultants or vendors will not be accepted. MOM, WSG, NTUC's e2i, SMF and SNEF do not endorse any consultants or vendors and their services or products.

| Programme Partners | NTUC's e2i <sup>^</sup>                                      | SMF  | SNEF <sup>^</sup>  |
|--------------------|--|--|--|
| Hotline            | 6474 0606  | 6826 3100  | 6290 7694  |
| Email              | <a href="mailto:followup@e2i.com.sg">followup@e2i.com.sg</a> | <a href="mailto:enquiry.ccl@smfederation.org.sg">enquiry.ccl@smfederation.org.sg</a> | <a href="mailto:enhancedworklife@snef.sg">enhancedworklife@snef.sg</a> |
| Website            | <a href="http://www.e2i.com.sg">www.e2i.com.sg</a>           | <a href="http://www.smfccl.sg">www.smfccl.sg</a>                                     | <a href="http://www.snef.org.sg">www.snef.org.sg</a>                   |

- More information is available at <http://www.wsg.gov.sg/programmes-and-initiatives/wsg-worklife-grant-employers.html>.

<sup>1</sup> Must be either SCs or SPRs, employed on permanent basis or on employment contracts that are at least twelve (12) months in duration. Company will not receive funding for its ACRA-listed personnel who adopted FWAs.

## Grant Computation

6. The WLG consists of two (2) components: the FWA Incentive and Job Sharing Incentive. Employees must be regular users, i.e. have adopted FWAs<sup>2</sup> for a continuous six (6) months. The computation is as follows:

| <b>FWA Incentive<br/>(capped at \$70,000)</b>   | <b>Job Sharing Incentive<br/>(capped at \$35,000)</b>   |
|---|---|
| Number of employees <sup>3</sup> who are regular users of FWAs<br>x<br>\$2,000  | Number of employees <sup>4</sup> who are on job sharing arrangements on a regular basis<br>x<br>\$3,500   |
| Companies are eligible to receive the FWA Incentive of \$2,000 per employee per year for two (2) consecutive years, capped at \$70,000 per company. | Companies are eligible to receive the Job Sharing Incentive of \$3,500 per employee per year for two (2) consecutive years, capped at \$35,000 per company. |
| <b>Total funding is capped at \$105,000 per company over two (2) years</b>  |   |

## Grant Deliverables

7. Companies would be given two (2) years to complete its FWA implementation. Companies should detail in their application form the current situation, the proposed FWAs to be implemented, and how the workers would benefit from the FWAs adopted.

### FWA Incentive

8. Some examples of FWAs that are acceptable are as follows.

| <b>Type of FWA</b>                        | <b>Rate of Use of FWA</b>   |
|---|---|
| Flexi-Load<br>e.g. Part-time, Job sharing | For part-time, employee must have worked part-time (i.e. less than 35 hours per week) for a continuous six (6) months.  |
| Flexi-Time<br>e.g. Compressed work week   | For compressed work week, the minimum compression should be a total of at least 4 hours per week, for a continuous 6 months, with a maximum of 2 months gap in between usage. |

<sup>2</sup> Can be either new or existing FWAs. Employers are reminded to comply with the Employment Act, including but not limited to legislation covering employees' hours of work, overtime pay and rest days. Please refer to [www.mom.gov.sg/employment-practices/employment-act/workright](http://www.mom.gov.sg/employment-practices/employment-act/workright) for more information.

<sup>3</sup> Employees who are on permanent or minimum employment contract term of twelve (12) months, i.e. no casual or temporary employees.

<sup>4</sup> Employees who are full-time employees on a permanent or minimum employment contract term of twelve (12) months, earning a gross monthly salary of at least \$3,600 (sum of employee's basic monthly salary and fixed monthly allowance) before the job sharing arrangement. The Job Sharing Incentive is not applicable to the employees who took on the remaining workload.

|  |   |
|--|---|
|  | For rotating shift/creative scheduling, employees must have the flexibility to choose their preferred type of shift (e.g permanent shift, change in shift on a regular basis, ad-hoc) |
|--|---|


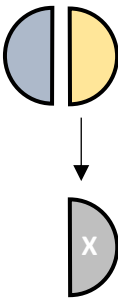
9. With effect from 2 June 2020, telecommuting and staggered hours will no longer be supported. This is because following from COVID-19 regulations and significant support extended under the enhanced WLG, most companies faced with the need to implement work-from-home and/or staggered hours would have done so. Other types of FWAs may be considered on a case-by-case basis.

10. Companies must submit the following documents at point of claim:
- a. Proof of adoption of the Tripartite Standards<sup>5</sup> on FWAs
  - b. Proof of regular usage of FWAs, including a claim form completed by each employee claimed
  - c. Impact evaluation report using the template provided
  - d. List of employee(s) who is/are regular users of FWAs
  - e. Copies of employees' employment contracts and CPF Form 90

### Job Sharing Incentive


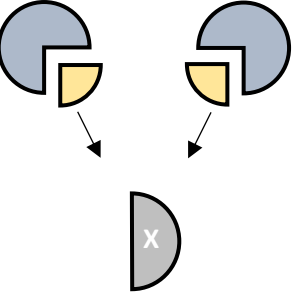
11. Job sharing is an arrangement in which two (2) or more employees share the same job, but work at different times although there may be time overlap to maintain continuity. Job sharers may work only part of the day or the week, or only alternate weeks. Examples of job sharing arrangements are illustrated as follows:

**Example (a):** One (1) existing employee share his original workload with a new hire


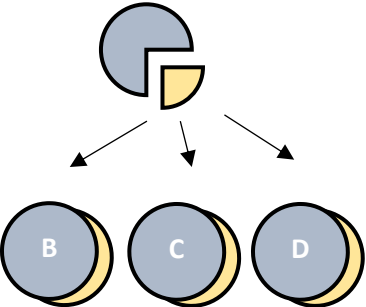
|                    | Illustration  | Explanation  |
|--------------------|---|--|
| Before job sharing |  | <ul style="list-style-type: none"> <li>• One (1) existing employee, Employee A, requires a job sharing arrangement as he is only able to take on 50% of his original workload.</li> </ul>  |
| Under job sharing  |  | <ul style="list-style-type: none"> <li>• The company assesses that it is necessary to employ a new hire, Employee X, to take on the remaining workload.</li> <li>• Under the job sharing arrangement,               <ul style="list-style-type: none"> <li>○ Employee A takes on 50% of his original workload.</li> <li>○ The remaining 50% of his original workload is shared with the new hire, Employee X.</li> </ul> </li> </ul> |

<sup>5</sup> The Tripartite Standards define verifiable and actionable practices that employers are committed to and implement at workplaces. Please refer to <https://www.tafep.sg/flexible-work-arrangements> for more information.

**Example (b):** Two (2) existing employees share their original workloads with a new hire

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

**Example (c):** One (1) existing employee share his original workload with three (3) other colleagues

|                    | Illustration  | Explanation   |
|--------------------|---|---|
| Before job sharing |  | <ul style="list-style-type: none"> <li>One (1) existing employee, Employee A, requires a job sharing arrangement as he is only able to take on 75% of his original workload.</li> </ul>   |
| Under job sharing  |  | <ul style="list-style-type: none"> <li>The company assesses that it is not necessary to employ a new hire to take on the remaining workload.</li> <li>Under the job sharing arrangement: <ul style="list-style-type: none"> <li>Employee A takes on 75% of his original workload.</li> <li>The remaining 25% of his original workload is shared with three (3) existing employees.</li> </ul> </li> </ul> |

12. The company 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, employed on permanent basis or on employment contracts that are at least twelve (12) months in duration.

13. Companies must submit the following documents at point of claim:

- a. Proof of adoption of the Tripartite Standards on FWAs
- b. Proof of job sharing arrangement, including a claim form completed by each employee claimed and the employees taking on the redistributed work, as well as

- other supporting documents to reflect the change such as employee's salary and working hours before and after the job sharing arrangement
- c. Impact evaluation report using the template provided
  - d. List of employee(s) who is/are on job sharing arrangements
  - e. Copies of employees' employment contracts, CPF Form 90 and payslips before and after job sharing

### **About the Tripartite Standard (TS) on FWAs**

14. A company must have adopted the TS on FWAs at point of claim, to demonstrate that it has put in place a structured process for employees to request for FWAs and for supervisors to evaluate FWA requests objectively. This means that the company name has to be publicly reflected on TAFEP's web listing of TS adopters (<https://www.tafep.sg/organisations-have-adopted-tripartite-standards>), and has to receive the logomark on TS on FWAs from TAFEP.
15. Please refer to <https://www.tafep.sg/flexible-work-arrangements> for more information.