

FACTSHEET ON WORK-LIFE GRANT




Work-Life Grant (WLG) has been enhanced since 1 Jul 2018, to provide 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 employees¹, 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?

- 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 [^]	SMF	SNEF [^]
Hotline	6474 0606	6826 3100	6290 7694
Email	followup@e2i.com.sg	enquiry.ccl@smfederation.org.sg	enhancedworklife@snef.sg
Website	www.e2i.com.sg	www.smfcl.sg	www.snef.org.sg
For interested companies:			

[^] Please be informed that the Job Sharing Incentive under NTUC-e2i and SNEF is fully subscribed until further notice. Companies may still apply for the Job Sharing Incentive with SMF.

¹ 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, including the company's owners, shareholders, directors and managers who adopted FWAs.

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

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 FWAs² for a continuous six (6) months. The computation is as follows:

FWA Incentive (capped at \$70,000)	Job Sharing Incentive (capped at \$35,000)
Number of employees ³ who are regular users of FWAs x \$2,000	Number of employees ⁴ who are on job sharing arrangements on a regular basis x \$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.
Total funding is capped at \$105,000 per company over two (2) years	

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. Other types of FWAs may be considered on a case-by-case basis.

Type of FWA	Rate of Use of FWA
Flexi-Load 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.

² 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 for more information.

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

⁴ 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.


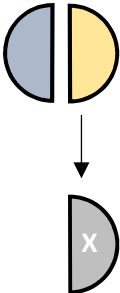
Flexi-Time e.g. Staggered working hours, compressed work week, time-banking	For staggered working hours, company must offer starting hours of at least a two-hour band*, for a continuous six (6) months. <i>* For example, employees are given the flexibility to start work between 8am and 10am.</i>
Flexi-Place e.g. Telecommuting	Employee must have telecommuted at least twelve (12) times over a continuous six (6) months. The usage need not be evenly spread out over the six (6)-month period but the employee must have telecommuted at least once per month.

9. Companies must submit the following documents at point of claim:
- Proof of adoption of the Tripartite Standards⁵ on FWAs
 - Proof of regular usage of FWAs, including a claim form completed by each employee claimed
 - Impact evaluation report using the template provided
 - List of employee(s) who is/are regular users of FWAs
 - Copies of employees' employment contracts and CPF Form 90

Job Sharing Incentive

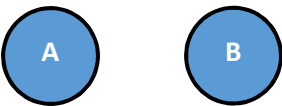
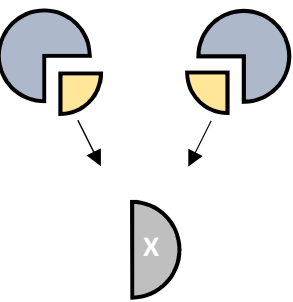
10. Job sharing is an arrangement in which two (2) or more employees share the same job, but work at different times although there may be time overlap to maintain continuity. Job sharers may work only part of the day or the week, or only alternate weeks. Examples of job sharing arrangements are illustrated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

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


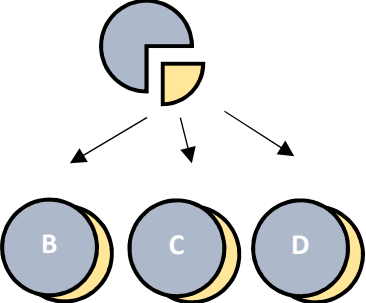
	Illustration	Explanation
Before job sharing		<ul style="list-style-type: none"> One (1) existing employee, Employee A, requires a job sharing arrangement as he is only able to take on 50% of his original workload.
Under job sharing		<ul style="list-style-type: none"> The company assesses that it is necessary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

⁵ 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"> 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.
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 take on 75% of their original workloads. The remaining 50% of their combined original workloads is shared with the new hire, Employee X.

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"> One (1) existing employee, Employee A, requires a job sharing arrangement as he is only able to take on 75% of his original workload.
Under job sharing		<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 takes on 75% of his original workload. The remaining 25% of his original workload is shared with three (3) existing employees.

11. 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.

12. 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

13. 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.

14. Please refer to <https://www.tafep.sg/flexible-work-arrangements> for more information.

Work-Life Grant Enhancements for COVID-19 (Time-limited)

15. In light of the COVID-19 situation and MOM's intent to encourage companies to sustain implementation of work-from-home and/or staggered hours beyond mandatory social distancing regulations, the WLG criteria has been enhanced to make it faster and easier for companies to receive funding support for such arrangements.

16. The enhanced WLG criteria will only take effect during periods where there is no mandatory requirement for companies to offer work-from-home and staggered hours arrangements (i.e. when period of circuit breaker measures is over, from 2 June onwards) and will be withdrawn together with MOM's policies on social distancing, upon stabilization of the COVID-19 outbreak.

17. The enhanced WLG (COVID-19) parameters will co-exist concurrently with the prevailing WLG construct. Companies that apply for WLG from 20 Apr 2020, can choose either the current or the enhanced WLG criteria (COVID-19 enhancements).

Parameters	Current WLG Criteria	Enhanced WLG Criteria ⁶
1. Duration of FWA adopted	At least 12 times across 6 months ⁷	Daily adoption for 1 month <i>[Note: 1 month period must not coincide with any period where there is mandatory workplace closure or work-from-home / staggered hours requirements.]</i>
2. Type of FWA supported	All FWAs ⁸	Work-from-home and/or Staggered Hours
3. FWA initiated by	Employee	Employer or Employee

⁶ MOM reserves the right to discontinue the enhanced WLG criteria, which would generally be available for the duration of the COVID-19 pandemic.

⁷ This applies only for telecommuting and staggered hours only, and not for other types of FWAs.

⁸ E.g. Part-time, Job-sharing, Compressed work week, Time-banking, Rotating shift/creative scheduling

4. Disbursement and period allowed to make claims	Two tranches, up to 2 years from Letter of Offer (LOO)	One tranche, up to 4 months from LOO
5. Existing requirements	<p>There are no changes to existing WLG requirements, which will hold for both schemes. Of particular note, companies need to have adopted the Tripartite Standard (TS) on FWAs, at point of claim.</p> <p>More details on the TS on FWAs can be found at:</p> <p>https://www.tal.sg/tafep/Getting-Started/Progressive/Tripartite-Standards#fwa</p>	

Companies can apply for the enhanced WLG from 20 April 2020, by approaching the Programme Partners – NTUC-e2i, SNEF and SMF listed as per Para 4.