

# Claiming for leave reimbursement

This is the last of our three-part series on parental leave.

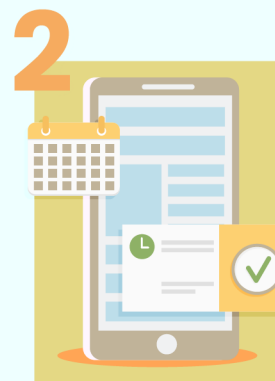
Employers can claim reimbursement from the Government when their employees with Singaporean children take paid parental leave.

## Three Simple Steps:



Log in to eServices at  
[profamilyleave.msf.gov.sg](http://profamilyleave.msf.gov.sg)

Alternatively, scan the QR code to log in:



Provide these information/  
documents:

- Your company's details (e.g. contact and bank information)
- Details of the employee, child, and type of leave taken
- Employee's employment dates
- Employee's period of leave (i.e. start and end date of leave) and wages
- Supporting documents (e.g. payslips) where necessary

### Please note that:

Only Government-paid portion of Government-Paid Maternity Leave, Adoption Leave for Mothers and Government-Paid Childcare Leave is claimable.

Submit your claims

Submit claims within three months of the last day of your employee's leave, or for childcare leave, after the last day of the relevant period.<sup>^</sup>

<sup>^</sup>Relevant period is the calendar year (by default) or any 12-month period mutually agreed upon by employer and employee.

