



Managing parental leave requests

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

Six tips for better leave management:

1



Communicate

Inform your employees about their leave entitlements and update them when there is a change.

4



Encourage use of leave entitlements

Plan for employees to use their full parental leave entitlements within the respective period of use (e.g. within the first year of a child's birth).

2



Plan early

Conduct mutual discussions, such as the days and times that an employee will be away. Aim to do this at least one month before the leave takes effect.

5



Make covering arrangements

Agree on covering arrangements during employees' absence. Ensure clear communication within the team and consider hiring temporary staff for longer periods of absence.

3



Approve leave early

Encourage employees to apply for leave early to allow for covering arrangements, and approve leave application in a timely manner.

6



Be objective

Remain objective and professional when discussing leave requests, and evaluate employees' work performance based on contributions and outcomes achieved.

Parental leave, such as maternity, paternity, adoption, shared parental, childcare, and unpaid infant care leave, are legal entitlements.

Maternity Protection for Pregnant Employees:

- Employers must pay an employee the **full maternity leave benefits** if she is retrenched or dismissed without sufficient cause during her pregnancy.
- Employers cannot dismiss an employee who is on maternity leave.
- Employers cannot ask an employee to work during the immediate four weeks following the birth of her child.



For more information, scan the QR code or visit <https://go.gov.sg/maternity-leave-protection>

