



## GOVERNMENT-PAID CHILDCARE LEAVE (GPCL) SCHEME DECLARATION BY EMPLOYEE

Child Development Co-Savings Act (Cap. 38A)  
Child Development Co-Savings (Childcare Leave and Extended Childcare Leave) Regulations 2013

Before filling up the form (which may take you 3 minutes to complete), please note:

- (i) Read the explanatory notes before completing this declaration.  
(ii) Save for Part 7 below, all references to “you” or “I” in this form shall be taken to be a reference to you, the employee who is applying for childcare leave/ extended child care leave.

### Scheme applied for (please tick one)

**Childcare Leave**  
(for parents with youngest child who is below 7 years old)

**Extended Childcare Leave**  
(for parents with youngest child who is between 7 and 12 years old (inclusive))

### Part 1 : Details of employee and spouse

A Name	D Name of spouse
B NRIC / FIN No.	E NRIC / FIN No. (spouse)
C Designation of employee	F Date when employee joined company

Note:

If you are submitting this form to your employer for the first time for the **current relevant period (referred to in Part 4)**, you will need to complete all the sections in the form. Otherwise, please proceed to Part 4.

### Part 2 : Details of youngest child of employee

A Name	B Birth certificate No.	C Date of birth
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### Part 3 : Declaration of Singapore citizenship

A I am a Singapore citizen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B My spouse is a Singapore citizen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C My youngest child is a Singapore citizen and is below 7 years of age / is aged 7 years old and above but below 13 years old *at any time in the <b>current relevant period (referred to in Part 4)</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please attach a copy of the child's Singapore citizenship certificate if the child is not born as a Singapore citizen.

\*please delete where applicable

### Part 4 : Details of childcare leave

The relevant period<sup>1</sup> agreed by both employer and you to take childcare leave/ extended childcare leave is as follows:

<sup>1</sup>The “relevant period” refers to any period of 12 months as is agreed to by the employee and his employer; or where there is no such agreement, a calendar year.

Start

D	D	M	M	Y	Y	Y	Y

End

D	D	M	M	Y	Y	Y	Y

Note: The relevant period agreed upon will be used for the entire duration of childcare leave/extended childcare leave until the employee becomes ineligible (ie does not meet the eligibility criteria) or changes employer. If the employee changes employer and is still eligible for childcare leave/ extended childcare leave, he/she may opt for a different relevant period with the new employer

Please indicate the date(s) on which you will be taking the childcare leave/ extended childcare leave.

S/N	Date	Full/Half Day	S/N	Date	Full/Half Day

**Part 5 : Declaration of leave consumption**

- A. I have not applied for childcare leave/ extended childcare leave with my previous employer during the current calendar year.
- B. I have previously applied for childcare leave/ extended childcare leave with my previous employer(s) during the current calendar year.  
If you have selected box B, i.e. taken childcare leave/extended childcare leave at any time during the current relevant period, please provide the details below.

S/N	Name of previous employer(s)	Date of commencement of employment with the former employer	Last day of employment with the former employer	Date(s) of taking extended childcare leave while employed with the former employer (where applicable)

Number of days of childcare leave/extended childcare leave taken with previous employer(s) for the current calendar year : \_\_\_\_\_

**Part 6 : Employee's Declaration**

- I have read and understood the explanatory notes.
- I hereby declare that all information given in this declaration is true, correct and complete.
- I understand that –
  - a. If I knowingly make any false or misleading statement, or produce or furnish, or cause or knowingly allow to be produced or furnished, any document which I know to be false or misleading in a material particular, I shall be guilty of an offence under section 16 of the Child Development Co-

- Savings Act (Cap. 38A) (CDC Act) and shall be liable on conviction to a fine not exceeding \$20,000 or to imprisonment for a term not exceeding 12 months or to both; and
- b. my employer or the Government may recover from me any moneys paid out to me in reliance of a false or misleading statement or document or by reason of a mistake of fact, pursuant to section 11 of the CDC Act.

\_\_\_\_\_  
Employee's Name\_\_\_\_\_  
NRIC No.\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

### Part 7 : Employer's Acknowledgement

- I understand that the 6 days of childcare leave is being granted to my employee with a Singapore citizen child below the age of 7 years (regardless of the number of children below the age of 7 years) / I understand that the 2 days of extended child care leave is being granted to my employee whose youngest qualifying child is a Singapore citizen and who is aged 7 years and above but below 13 years of age (regardless of the number of children my employee has).
- I have agreed to allow my employee (referred to in Part 1) to take the childcare leave/extended childcare leave on the dates stated in Part 4.

\_\_\_\_\_  
Name/Designation\_\_\_\_\_  
NRIC No.\_\_\_\_\_  
Signature/Company Stamp\_\_\_\_\_  
Date

\*Delete whichever is not applicable.

#### Note to employer:

**Please do not submit this declaration form to the Central Provident Fund Board (CPF Board). However please keep this form for a period of 3 years from the date the form is submitted to you by your employee, for verification of details by CPF Board if necessary.**

#### Note to employee:

**In completing this declaration, you have given consent to display the total number of days you have taken via the e-service "Enquiry on Government-Paid Childcare Leave" in the CPF Board website. Should you have queries, please email CPF Board at [employer@cpf.gov.sg](mailto:employer@cpf.gov.sg).**

**EXPLANATORY NOTES ON DECLARATION BY EMPLOYEE****Declaration of eligibility**

1. This form should be submitted by an employee who is the parent of the child in respect of whom childcare leave is being applied for ("the child") to his/her employer before the start of the childcare leave.
2. Subject to the Child Development Co-Savings Act (Cap 38A) ("CDC Act") and the Child Development Co-Savings (Childcare Leave and Extended Childcare Leave) Regulations 2013 ("CDC Regulations"), an eligible employee is entitled to :
  - a) 6 days of the childcare leave, of which the first 3 days will be employer-paid and the last 3 days will be Government-paid so long as the employee has a Singapore citizen child below the age of 7 years; and
  - b) 2 days of extended childcare leave if the employee has a child between 7 and 12 years old (inclusive).
3. The employee is entitled to receive payment from the employer at his/her gross rate of pay up to a maximum of \$500 for each day of childcare leave. The payment will include any CPF contributions which an employer is liable to make under the Central Provident Fund Act (Cap. 36).
4. In making this declaration, the employee assures the employer that he/she meets the eligibility criteria for the childcare leave benefits. An employee is eligible for paid childcare leave during a relevant period if:
  - a) he/she has served the employer for a continuous period of not less than 3 months; and
  - b) he/she has any child who is below the age of 7 years or between 7 and 12 years old (inclusive), and
  - c) his/her child is a Singapore citizen, or who becomes, a Singapore citizen before the 7<sup>th</sup> or 12<sup>th</sup> birthday, at any time during any relevant period.
5. If the employee did not serve the employer for the full 12 months during the relevant period, he/she shall be entitled to childcare leave for that relevant period based on the table below –

Length of service with employer during relevant period	Number of days of childcare leave
Not less than 3 months but less than 5 months	2
Not less than 5 months but less than 7 months	3
Not less than 7 months but less than 9 months	4
Not less than 9 months but less than 11 months	5
Not less than 11 months	6

6. The child, in relation to an employee, includes any adopted child or step-child of the employee.
7. With effect from 1<sup>st</sup> May 2013, unmarried/ single parents can consume 6 days of childcare leave if their youngest child is below 7 years old, subject to all other eligibility criteria for childcare leave in Paragraph 4 of these Explanatory Notes being met. For unmarried/ single parents whose youngest child is between 7 to 12 years old, the employers may grant the 2 days of extended childcare leave to them between 1<sup>st</sup> January 2013 to 30<sup>th</sup> April 2013 and seek reimbursement from the Government after 1<sup>st</sup> May 2013.
8. An employee shall not be entitled to:
  - a) More than 42 days of childcare leave in respect of any qualifying child;
  - b) More than 12 days of extended childcare leave in respect of any qualifying child; and
  - c) More than a combined total of 6 days of childcare leave and extended childcare leave during any relevant period.
9. If the employment of the employee who is entitled to childcare leave is terminated (whether by resignation or dismissal, upon the completion of his contract of service, or for any other reason) before he has taken the entitlement of childcare leave or extended childcare leave, as the case may be, for a relevant period, the employee:
  - a) Shall cease to be entitled to that leave upon the termination of his employment; and
  - b) Shall not be entitled to any payment in lieu thereof.

## Notes to Employers

10. Employers should ensure that they have received the duly signed and completed declaration form (GPCL1) or in such form as in the employer may provide in accordance to the requirements specified in the website [www.profamilyleave.gov.sg](http://www.profamilyleave.gov.sg), from their employee before making payment. If the employer is satisfied that the employee is entitled to payment in accordance with paragraph 4 of these Explanatory Notes, he may proceed to make payment to him/her.
11. **Please do not submit this declaration form to the CPF Board. However please keep this form, for a period of 3 years from the date the form is submitted to you, for verification by CPF Board when necessary.**
12. For more information or clarification, please contact the CPF Board at 1800 - 2271188 or send an e-mail to [employer@cpf.gov.sg](mailto:employer@cpf.gov.sg). You can also visit our website at [www.profamilyleave.gov.sg](http://www.profamilyleave.gov.sg).