

Enhanced

Work-Life Grant

FLEXIBLE WORK ARRANGEMENTS (FWAs)



Enhanced Work-Life Grant

ENHANCED WLG – ELIGIBILITY



01

Local companies (Legally registered/incorporated in Singapore)

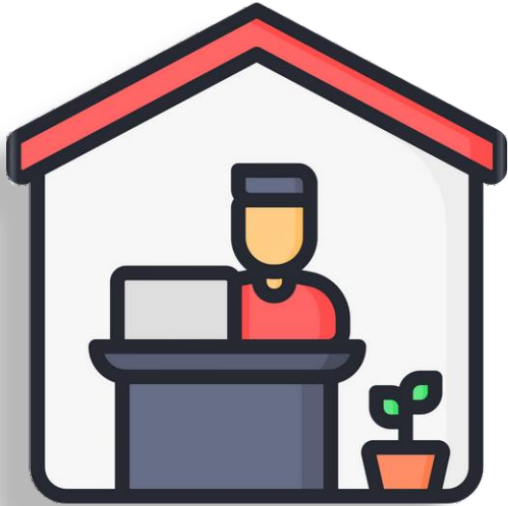
- Incl. Societies and non-profit organisations such as charities and voluntary welfare orgs

02

Company must not have obtained the same grant previously

03

Employee must be SC/PR with at least 12-month employment contract



Telecommuting

- Work from home everyday for 1 full-month

Minimal EVIDENCE?

Excel sheet documenting the days in months the employee telecommute



Staggered Hours

- Starting hours with at least **2-hour band**
 - Eg. Start work 2 hours later, end work 2 hours later
- Everyday for 1 full-month

Minimal EVIDENCE?

- Emails, signed forms, timesheets etc.

WLG APPLICATION SUBMISSION

1. **WLG application form**
2. **CPF Form 90 (last 3 months) of participating staff**
3. **List of participants for WLG (Name, job position, type of WLG)**
4. **Participants signed employment contracts**
5. **Company ACRA (issued not more than 6 months ago)**

WLG CLAIMS SUBMISSION

- 1) Proof of Tripartite Standard (TS) adoption
 - Coy to submit Tripartite adoption via TAFEP
- 2) Proof of regular usage of Flexi, including claim forms done by each employee claiming
- 3) Impact evaluation report (template provided)
- 4) List of employees regularly on FWA
- 5) Employee employment contracts, CPF form 90

PROJECTED TIMELINE



Submit application forms with all supporting documents



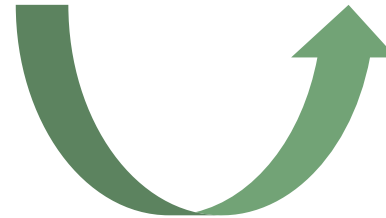
- CCL to acknowledge application within 3 working days
- Issuance of Letter-of-Offer
- Start consecutive 1 month of Flexi adoption



Submission of claims before end of LOO qualifying date



Up to 23 working days



4 Months

ADDITIONAL POINTERS

- **Company can claim for \$2,000 per employee only**
- **Employee must still be with the company at the point of claims**
- **Arrangements can be voluntary or enforced by employers due to COVID-19 pandemic**
- **Qualifying period of LOOs will only start after the end of any enforced circuit breaker periods**

ADDITIONAL POINTERS

- **Implementation does not have to be for all employees at one go;**

For example, if a company is awarded an LOO for 35 employees on 1 June, 25 unique employees can utilise work-from-home and/or staggered hours arrangements daily in June, and 10 unique employees can utilise work-from-home and/or staggered hours arrangements daily in July. The company can then submit one consolidated claim for the 35 unique employees after July, but before end-Sep.