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
ENHANCED WLG  Flexi-Time

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
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.