

HRSINGAPORE

Question - Annual Leave Entitlement/Benefit Scheme - Update 3

Hi all,

I am reviewing the leave benefits for our SG office as our leave is started with 10 days which is according to our APAC HQ in China. I understand the standard annual leave in SG is 14 days for office but I will need to have reference before I can submit the proposal to APAC to change the entitlement, would appreciate if you can share with me the leave benefits scheme for office staff and management.

Thank you in advance for your sharing.

Best regards,

TL

REPLY 1

Staff Level 14 - Year 6 onwards 16

Mgr Level 18 - Year 6 onwards 22

RT

REPLY 2

We are an IT firm and our annual leave entitlement is 18 days.

WC

REPLY 3

Actually the MOM's recommended annual leave starts from 7 days for the first year of employment, incremental by one day every year.

Jennifer

REPLY 4

1st year 14 days

2nd year onwards 18 days

Chemical industry

JK

REPLY 5

Office – 12 days, 1 day incremental each year, capped at 16 days

Mgmt – 14 days, 1 day incremental each year, capped at 18 days

IK

REPLY 6

1st Year to 3rd Year – 15 AL days

4th Year – 17 AL days

5th Year onwards – additional one day on top of previous year

Max capped at 21 Days of leave.

As we are a small company, we decided to do away with designation tiers and kept it the same for all staff.

You can try looking at MOM's statistics on Annual Leave, although the report was in 2014.

For my company, they had accepted the MOM report as a basis for my proposal on recommendation of base AL days.

Hope the above helps!

PrisW

REPLY 7

For us HQ is 14 days, each year add-on 1 day.

Capped at 21 days.

However, we set that during closure for CNY staff are to utilize their AL (2 days)

J.M

REPLY 8

I am from the service industry

Non executive 14 To 19

Executive n middle mgmt 18 to 22

Senior mgmt 21 to 24

IL

REPLY 9

We standardise whole coy AL = 14.

Hans Shu

REPLY 10

(Note: This company is from Malaysia)

For non-executive staff, their annual leaves entitlements are as follows :

a) Annual leave entitlement for an Employee who works thirty-nine (39) hours per week are as follows:-

Service with Company Entitlement Per Year

Up to 5 years 16 days for each completed year

Above 5 years 22 days for each completed year

b) Annual leave entitlement for an Employee who works forty-two (42) hours per week (i.e. 3 x 8 hours shift and 2 x 8 hours shift) are as follows:-

Service with Company Entitlement Per Year

Up to 5 years 19 days for each completed year

Above 5 years 26 days for each completed year

c) Annual leave entitlement for an Employee who works on 2 x12 shift are as follows:-

Service with Company Entitlement Per Year

Up to 5 years 14 days for each completed year

Above 5 years 21 days for each completed year

For executives staff, their leave entitlements are as follows :

Years of Service

| Employee Category | Less than 5 | 5 and more | Experienced Hire Employed at Managerial Level |
|-----------------------------|--------------------|-------------------|--|
| Normal Working Hours | 15 days | 20 days | 20 days |
| Shift 2 x 12 | 14 days | 21 days | 21 days |
| Shift 3 x 8 | 18 days | 24 days | 24 days |
| Regular Offshore | 21 days | 28 days | 28 days |

Putri Mazura

REPLY 11

We are in Marine Industry with 22 AL days per year.

AT

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