

HRSINGAPORE

Question - Change to Half Day Work for 31 December - Update 2

Hi All,

Would like to check, our company intend to declare that every 31Dec from yr 2015 onwards, working hour to change from full day to half day.

For those who wish to apply for paid annual leave on 31 Dec, they will have to apply for 1 day paid annual leave or 1/2 day paid annual leave?

and for those who applied for unpaid leave, should it be unpaid for 1day or 1/2day?

What is the norm in the current market situations?

Thank you.

HL

REPLY 1

Our company's practise is half day for both AL and NPL.

CC

REPLY 2

For us, any leave taken on eve is always a full day even when we declare half day work for all.

JL

REPLY 3

It should be 1/2 day since company has changed the working hour to half day officially.

Trais

REPLY 4

Both 0.5 day.

SI

REPLY 5

We treat leave application for an official half day work day as half day leave application.

HH

REPLY 6

My current company works half day on eve and allows staff to take half day leave on the eve. The rationale for half day on eve is to allow staff members to leave work early and enjoy time with their loved ones.

However, my previous company would not allow half day leave on the eve. If staff members wished to take leave, it would be a full day. The half day on eve was given to encourage staff to be present for work on the eve and not start their holidays early (as long holidays would disrupt work).

Do you see the two different rationale?

Siew Hua

REPLY 7

It depends on each company's policy.

We are operating on half day for every 31 December. Staff applies leave on this day, will be construed as full day application.

For those who applied unpaid leave on this day, will be construed as 1 day unpaid leave as well.

We are from Finance Industry.

NL

REPLY 8

For eves of public holidays, UPL and AL will b treated as one day.

EJL

REPLY 9

If your company is declaring ½ day on 31 Dec like mine, our practice is as follows

- For those who wish to apply for paid annual leave on 31 Dec, they will have to apply for 1 day paid annual leave.
- For those who applied for unpaid leave, it would be unpaid for 1day due to above treatment.

EQ

[Reply](#) | [New Topic](#) | [Archives](#) | [HR Community](#) | [Forward](#)

Certified Human Resource Specialist™ (Payroll) Course - 4th Intake

- 21, 28 July, 4, 11, 18 & 25 August 2016

Payroll professionals are in demand in today's employment market and they require knowledge and experience in payroll and other areas including laws that affect payroll, administration of salary and benefits, salary benchmarking and current salary trend.

This course consists of four modules and is designed to train and certify participants to enhance their payroll knowledge, payroll practices and the legal compliance in Singapore that can assist them to succeed in the competitive business environment. Current payroll practitioners will also find this course useful for purposes of enhancing their professional payroll knowledge and bring it up to date.

For details, please click on: <http://hrsingapore.net/chrs/payroll/>



HRSINGAPORE®

A Decade of Helping HR People Succeed!



Share on Facebook



Send to Twitter



Forward Email

HRSINGAPORE PTE LTD | www.hrsingapore.org | query@hrsingapore.net | Tel: 6337-8016 or 6338-5816 | 89 Short Street #04-16 | Singapore 188216 | Co Reg. 200409860M | [Privacy Policy & PDPA](#)