

Claims Submission Guide

For employers



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Overview of schemes

Employees may be eligible for the leave schemes below if they have been employed for a **continuous period of at least 3 months** before:

- their child's date of birth - applicable for maternity, paternity, and shared parental leave;
- the [Formal Intent to Adopt \(FIA\)](#) date - applicable for adoption, paternity, and shared parental leave; or
- they start taking childcare or unpaid infant care leave.

Schemes	Who it is for	Benefits
Adoption Leave	• Adoptive mothers only	Up to 12 weeks of leave.
Maternity Leave	• Biological mothers only	Up to 16 weeks of leave.
Paternity Leave	• Biological fathers • Adoptive fathers	Up to 4 weeks of leave.
Shared Parental Leave	• Biological parents • Adoptive parents	Up to 10 weeks of leave to be shared between both parents.
Childcare Leave	• Biological parents • Adoptive parents • Caregivers	Up to 6 days of leave for children under 7, and 2 days of leave for children between 7 and 12.
Unpaid Infant Care Leave	• Biological parents • Adoptive parents • Caregivers	Up to 12 days of unpaid leave.

How to submit claims

1 Verify employee's eligibility for Government-Paid Leave schemes

You may download the below declaration forms to guide you in verifying your employee's eligibility. There is **no need** to submit this form when submitting the claim for reimbursement.



For mothers

Maternity leave, Adoption leave, Shared parental leave*

[Download](#)

For fathers

Paternity leave, Shared parental leave*

[Download](#)

For both mothers & fathers

Childcare & Extended childcare leave*

[Download](#)

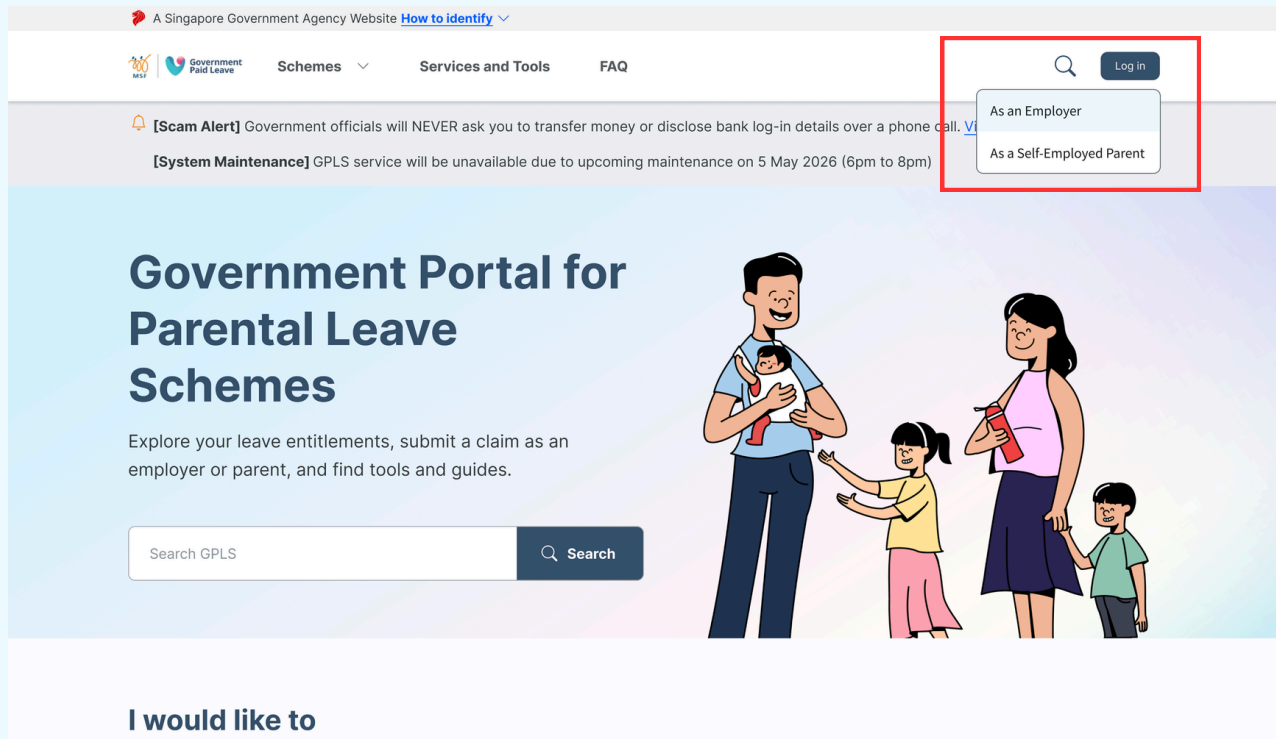
*You can check your employee's shared parental leave [sharing arrangement](#) and [consumed childcare leave](#) on the Government-Paid Leave (GPL) Portal.

2 Submit reimbursement claim online via the Government-Paid Leave (GPL) Portal

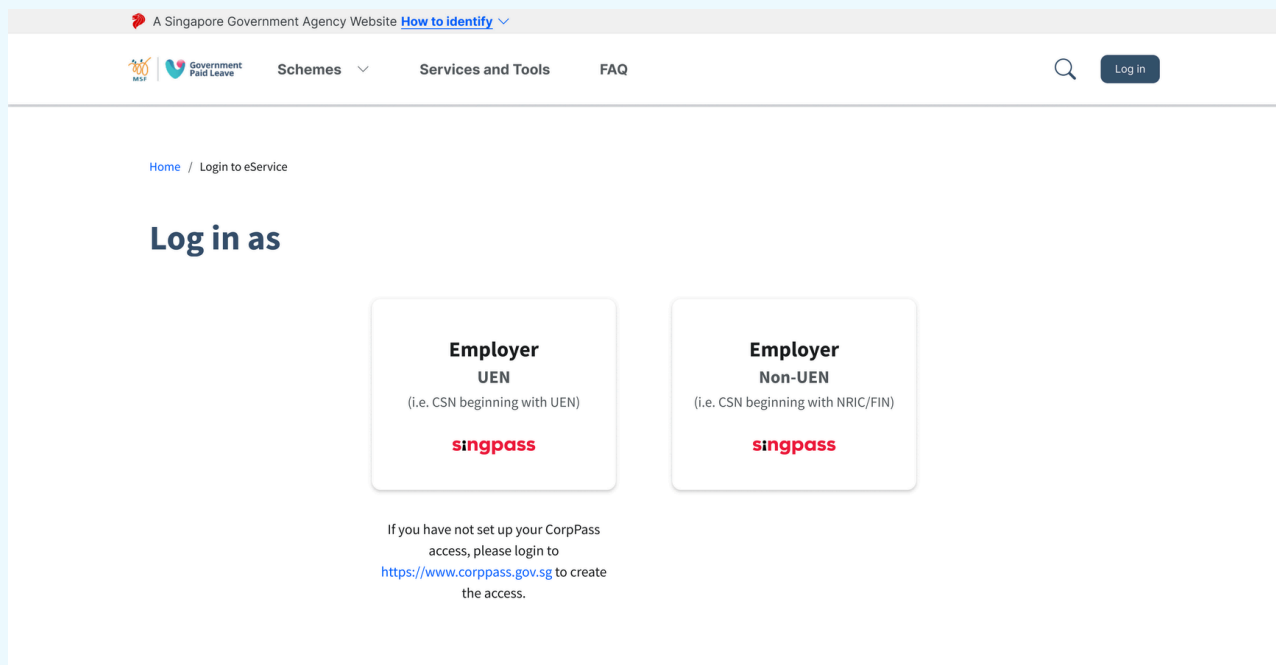
You may submit a claim for reimbursement for **any portion of Government-paid leave** that has already been taken, even if your employee has not fully completed the leave.

Multiple claims for the same employee are allowed.

Step 1: Log in to the [GPL Portal](#) as an employer.



Step 2: Log in with your Singpass / Corppass account.



Please note that only users with a **"Preparer"** role can submit applications. Learn more about how to set up your Corppass access [here](#).

Step 3: Select "Submit a Claim".

A Singapore Government Agency Website [How to identify](#)

MSF Government Paid Leave Schemes Services and Tools FAQ

Log in

Welcome, Alicia Ng
Your last login was on 04/06/2026 at 12:32pm

eServices

- Submit a Claim
- Submit Batch Claims
- Manage Payment Details
- Check Status

Submit a Claim
Apply for leave or benefit claims.

Submit Batch Claims
Apply for multiple claims in a single submission.
For Childcare Leave only.

Check Status
View past claims, consumed childcare leave and more.

View Shared Parental Leave
Check the status of sharing arrangements and elections.

Manage Payment Details
Setup or update payment arrangement.

Step 4: Select "Create new claim".

A Singapore Government Agency Website [How to identify](#)

MSF Government Paid Leave Schemes Services and Tools FAQ

Log in

Welcome, Alicia Ng
Your last login was on 04/06/2026 at 12:32pm

eServices

- Submit a Claim
- Share My Leave
- Label
- Check Status

Submit a Claim

You can create a new claim or continue working on your drafts.

Create new claim

Drafts

Draft Case ID	CPF Submission No.	Employee's NRIC/FIN	Scheme Type	Last Saved Date
SPE-6VT9NSD5Q0W-DM	76543210A-PTE-002	S1234567B	Maternity Leave	29/09/2019, 10:11am
SPE-6VT9NSD5Q0W-DM	76543210A-PTE-002	S1234567B	Maternity Leave	29/09/2019, 10:11am
SPE-6VT9NSD5Q0W-DM	76543210A-PTE-002	S1234567B	Maternity Leave	29/09/2019, 10:11am
SPE-6VT9NSD5Q0W-DM	76543210A-PTE-002	S1234567B	Maternity Leave	29/09/2019, 10:11am
SPE-6VT9NSD5Q0W-DM	76543210A-PTE-002	S1234567B	Maternity Leave	29/09/2019, 10:11am

All draft applications will expire after 7 days.

1-5 of 8 results



Before submitting an application, make sure you have the following documents on hand:

- Child's birth certificate
- Child's citizenship certificate (if applicable)
- Employment contract
- Payslips for leave taken

Step 5: Fill in your contact details.

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Government Paid Leave Schemes Services and Tools FAQ

Log in

eServices / [Submit a Claim](#) / New Claim

New Claim

1 Employer 2 Employee 3 Claim 4 Documents 5 Payment 6 Confirmation

Employer Information

CPF Submission No. ⓘ
76543210A-PTE-002

Name of Company ⓘ
ABC Company

Primary Contact
91234567 ✓

Secondary Contact (Optional)
Contact Number

Email
abc@email.com ✓

Name of Contact Person
Alicia Ng ✓

< Back Save Draft Next

Step 6: Select scheme type.

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Government Paid Leave Schemes Services and Tools FAQ

Log in

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eServices

- Submit a Claim
- Submit Batch Claims
- Manage Payment Details
- Check Status

eServices / Submit a Claim / New Claim

New Claim

1 Employer 2 Employee 3 Claim 4 Documents 5 Payment 6 Confirmation

Employee Information

Scheme Type

Please Select

- Adoption Leave
- Childcare Leave
- Maternity Leave
- Paternity Leave
- Shared Parental Leave

< Back

Save Draft Next

Step 7: Read the scheme information to understand your employee's rights and entitlements, and prepare the necessary documents.

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Government Paid Leave Schemes Services and Tools FAQ

Log in

Welcome, Alicia Ng
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eServices

- Submit a Claim
- Share My Leave
- Label
- Check Status

eServices / Submit a Claim / New Claim

New Claim

Maternity Leave

This form will take about 7 minutes to complete.

Before you start,

- Please read the scheme information for [Government-Paid Maternity Leave](#).
- Please have your employee's child birth, employment, and consumed maternity leave records ready.
- Please refer to our [service standards](#) for the processing time.

All fields are mandatory unless otherwise stated.

1 Employer 2 Employee 3 Claim 4 Documents 5 Payment 6 Confirmation

Employee Information

Scheme Type

Maternity Leave

Step 8: Fill in your employee and their child's details.

A Singapore Government Agency Website [How to identify](#)

Government Paid Leave Schemes Services and Tools FAQ

Log in

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eServices

- Submit a Claim
- Share My Leave
- Label
- Check Status

1 Employer 2 Employee 3 Claim 4 Documents 5 Payment 6 Confirmation

Employee Information

Scheme Type
Maternity Leave ✓

NRIC/FIN
S7812345A ✓

Birth Type
☒ Live Birth ☐ Stillbirth

Child's Birth Certificate No.
S1234567A ✓

Child's Date of Birth
01/02/2026 ✓

Child Order ⓘ
1 ✓

Start Date of Employment
30/04/2022 ✓

[Back](#) [Save Draft](#) [Next](#)



The **child order** is the sum of the number of times (current child inclusive) that your employee has:

- Given birth* - including stillbirths and deceased children; and
- Adopted a child under 12 months old.

*Twins and multiple births are counted as one child order.

This **excludes**:

- Adoption cases that were withdrawn / revoked;
- All step-children, foster children and natural children who have been adopted by another person; and
- Any applications to adopt a child who was naturally born.

Please read [here](#) for more details.

Step 9: Fill in the leave dates and claim details.

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Government Paid Leave Schemes Services and Tools FAQ

Log in

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eServices

- Submit a Claim
- Submit Batch Claims
- Manage Payment Details
- Check Status

eServices / [Submit a Claim](#) / New Claim

New Claim

Maternity Leave

All fields are mandatory unless otherwise stated.

- 1 Employer
- 2 Employee
- 3 Claim
- 4 Documents
- 5 Payment
- 6 Confirmation

Claim Details

Leave Type ⓘ

☒ Continuous ☐ Non-Continuous

Leave Period

From 19/01/2026 To 30/04/2026 ✓

Average Working Days a Week

5 ✓

Non-Claimable Period ⓘ

From 19/01/2026 To 15/03/2026

Claimable Period ⓘ

Year	Month	Leave Days ⓘ	Salary & Commission ¹ (S\$)	Allowance ² (Optional) (S\$)	Employer CPF ³ (S\$)
2026	Mar	12	4,000.00		680 ✓
2026	Apr	22	4,000.00		680 ✓

Total Leave Days Taken

34



Refer to the notes on the submission portal for what to fill in under "Salary & Commission", "Allowance" and "Employer CPF".



Under “**Claimable Period > Leave Days**”, please indicate all **working days** that the leave was taken on.

If leave was taken **continuously**, include public holidays (PHs) that fall on working days during your employee’s leave period. If leave was taken **non-continuously**, only include PHs if your employee actually took leave on those specific PHs that fall on working days.

E.g. If a mother took **continuous** leave from 1 May 2026 to 30 May 2026 and works 5 days per week (Mon to Fri), you should fill in the “Leave Days” for May 2026 as 21.

However, if this was **non-continuous** leave and she is not scheduled to work on 1 May (Labour Day) and 27 May (Hari Raya Haji), you should fill in the “Leave Days” as 19.

Step 10: Submit supporting documents accordingly if prompted.

A Singapore Government Agency Website [How to identify](#) ✓

Schemes Services and Tools FAQ [Log in](#)

Welcome,
Alicia Ng
Your last login was on
04/06/2026 at 12:32pm

eServices

- Submit a Claim**
- Submit Batch Claims
- Manage Payment Details
- Check Status

[eServices](#) / [Submit a Claim](#) / New Claim

New Claim

Maternity Leave

All fields are mandatory unless otherwise stated.

1

2

3

4

5

6

Employer

Employee

Claim

Documents

Payment

Confirmation

Supporting Details

Reason(s)

Please Select

Share More Details

Please provide more information to the reasons selected.

Supporting Document(s)

a. Parent's Passport (if child's birth certificate is registered with Passport No.)
b. Child's birth certificate
c. Child's Certificate of Singapore Citizenship (if any)

Drag & drop files here
or [Browse](#)

Formats allowed: pdf, doc, docx, ppt, pptx, xls,xlsx, gif, jpg, png, tif, msg
Size allowed: Up to 10MB per file

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Step 11: Verify your payment details.

A Singapore Government Agency Website [How to identify](#)



Schemes

Services and Tools

FAQ

Log in

Welcome,
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04/06/2026 at 12:32pm

eServices

Submit a Claim

Submit Batch Claims

Manage Payment Details

Check Status

eServices / Submit a Claim / New Claim

New Claim

Maternity Leave

All fields are mandatory unless otherwise stated.

1Employer

2Employee

3Claim

4Documents

5Payment

6Confirmation

Payment Details

Your claim will be credited to this account. If you have changes, go to [Manage Payment Details](#).

Payment Mode

PayNow

Unique Entity Number (UEN)

123456789XA12

[Back](#)

Save Draft

Next

Step 12: Verify your claim details.

A Singapore Government Agency Website [How to identify](#)



Schemes

Services and Tools

FAQ

Log in

Welcome,
Alicia Ng

Your last login was on
04/06/2026 at 12:32pm

eServices

Submit a Claim

Submit Batch Claims

Manage Payment Details

Check Status

eServices / Submit a Claim / New Claim

New Claim

Maternity Leave

1Employer

2Employee

3Claim

4Documents

5Payment

6Confirmation

Estimated Claim Amount

S\$7,344.00

We will send you a confirmation email on the final claim amount.

Confirmation

Employer Information

CPF Submission No.

76543210A-PTE-002

Name of Company

ABC Company

Primary Contact

91234567

Email

abc@email.com

Name of Contact Person

Alicia Ng

[Edit](#)

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You may use the [calculator](#) to estimate the amount of reimbursement.

The formula to compute GPL reimbursements is as follows:

$$\frac{(\text{MGP} + \text{ECPF}) \times 12 \text{ months} \times \text{D}}{\text{W} \times 52 \text{ weeks}}$$

Where:

- **MGP**: Monthly gross rate of pay
- **ECPF**: CPF contribution that the employer is liable to make for the employee, that is not recoverable from the employee's monthly wages
- **D**: No. of workdays that parent has taken GPL
- **W**: Employee's weekly index (average working days per week)

The GPL reimbursement is capped at **\$2,500 per week**.

The amount of reimbursement per day is capped at $\$2,500 \div \text{working days a week}$.

Step 13: Submit your application and take note of your Case ID. You may click on "Save PDF" if you would like to keep a record of your application.

The screenshot displays the eServices portal of the Singapore Government Agency. The header includes the agency name, a 'How to identify' link, and navigation tabs for Schemes, Services and Tools, and FAQ. A search icon and a 'Log in' button are also present. The main content area shows a welcome message to 'Alicia Ng' with her last login time. A sidebar on the left lists eServices options: 'Submit a Claim' (highlighted), 'Submit Batch Claims', 'Manage Payment Details', and 'Check Status'. The main area features a large green checkmark icon and the text 'We have received your claim.' followed by a prompt to check claim status. Below this, a box displays the 'Maternity Leave Case ID: MLE157832037075C' and the submission time 'Submitted on 04/06/2026 at 01:15pm'. A note advises users to take note of their Case ID for future assistance. A 'Save PDF' button is available, and a 'Create another claim' button is at the bottom. A 'Back to eServices' link is also present.

3 Check your application status on the GPL Portal

Navigate to “**Check Status > Past Claims**” to view your claim status. You may click on the respective Case IDs to understand more about the progress of each claim.

A Singapore Government Agency Website

MSF Government Paid Leave

About Schemes Calculator FAQs eServices

Logout

Welcome, Alicia Ng
Your last login was on 04/06/2026 at 12:32am

eServices

- Submit a Claim
- Submit Batch Claims
- Manage Payment Details
- Check Status**
 - Past Claims
 - Batch Claims
 - Shared Leave Elections
 - Consumed Childcare leave

eServices / Check Status

Check Status

You can view submitted claims, enquire about sharing arrangements or shared leave elections, or consumed childcare leave.

Past Claims Batch Claims Shared Parental Leave Consumed Childcare Leave

CPF Submission No. ⓘ

01234567A-PTE-001

Download Report

All Approved In Progress Rejected

Advanced Search

Total Result(s): 22. Only the latest 100 will be shown. Provide more search parameters or break down by time periods.

Case ID	Reference ID	Status	Employee's NRIC/FIN	Submitted on	Last Updated	Claim Amount
CL-6VT9NSD5Q0W-DM		Cancelled	S1234567X	28/04/2020 03:11pm	29/04/2020 03:11pm	S\$232.43
CL-1234NSD5Q0W-DM		In Progress	S1234567X	28/04/2020 03:11pm	30/04/2020 03:48pm	S\$232.43
CL-1234NSD5Q0W-DM		In Progress	S1234567X	28/04/2020 03:11pm	30/04/2020 03:48pm	S\$232.43



Please refer to our [service standards](#) for the estimated processing time.

- A notification will be sent to you and your employee once your application is approved.
- Upon approval, claim will be disbursed within **7 working days**.

FAQ

Claim Submission

Q: How do I compute the number of average working days a week?

Work Pattern	Working days a week (capped at 6 days)
Number of work days is the same every week	Number of work days in a week
Consistent or regular pattern of work days repeated over a fixed number of weeks	E.g. 5 and 6 working days on alternate weeks. Number of working days a week = $(5+6) \div 2 = \mathbf{5.5 \text{ days}}$
No regular pattern of work days, varies from one week to another	The average number of work days in a week over the period of 3 weeks immediately before: - the first day of leave or child's date of birth (for biological mothers, whichever is earlier) - when all eligibility criteria are fulfilled (for biological fathers & CL / ECL) - the date when application to adopt is made / dependent's pass is issued (for adoptive parents)

- **1 work day** = more than or equal to 5 hours. Any shorter is considered half a work day.
- If any duration calculated is not a whole number of days is to be **rounded down** to the nearest half day or whole day.

Q: When is the submission deadline for claims?

- For ML, PL, SPL & AL: within 3 months after the last day of your employee's leave
 - For CL / ECL: within 3 months after the last day of the calendar year or relevant period
-

Q: Why am I unable to select my CPF Submission Number (CSN) for a new claim?

Please check your access type by logging into the Corppass website. Contact your Corppass administrator if you have not been granted access to transact on behalf of your company.

Employment Arrangement

Q: What if my employee has multiple employments?

For children born on or after 1 April 2025, claims for multiple employments will be processed based on a **per-parent reimbursement limit** (i.e. \$2,500 per week for ML, PL, SPL, AL and \$500 per day for CL / ECL).

The processing of these claims will be deferred until all employers have submitted their claims, or 15 months from the child's date of birth / FIA date, whichever is earlier.

The claim amount will be apportioned based on the following formula:

$$\frac{\text{Unapportioned claim amount for an individual employment}}{\text{Unapportioned claim amounts across all employments}} \times \text{Reimbursement limit}$$

Employers are required to pay the employee the full salary. If the employer's claim amount is reduced due to apportionment, the employer may claw back excess amounts from the employee after receiving reimbursement from the Government.

Q: Are part-time employees eligible for GPL schemes?

Employees are eligible as long as they meet the eligibility criteria.

Q: If my employee is on no pay leave (NPL), am I required to grant her maternity leave?

If her NPL ends before the child's date of birth or you are willing to terminate her NPL before her child's date of birth, your employee can enjoy up to 16 weeks of maternity leave.

If her NPL ends after she gives birth, you are required to grant her the remaining maternity leave that she is eligible for after the end of her NPL.

Other

Q: Can I deduct my employee's salary since there is a reimbursement cap?

Employers must continue to pay employees their regular salary during Government-paid leave as though they were actively working.

Employer-paid portion	Government-paid portion
Employers are obligated to pay the employee's full salary without reduction, regardless of the reimbursement cap.	Employers are not obligated to pay employees above the reimbursement cap of \$2,500 per week. However, you are encouraged to voluntarily provide payments above this threshold.

If your question cannot be found here, you may also:

- Try the search bar on our [website](#)
- Refer to our [FAQ](#) page
- Refer to [MOM's FAQ](#) page

