

Annex A: Proof of employer agreement template

For amendments to Shared Parental Leave (SPL) Sharing Arrangement

Note to employee:

If you wish to change your SPL sharing arrangement 4 weeks or more after your child's Date of Birth (or Formal Intent to Adopt date - for adoptive children), you will need to upload proof showing that your employer agrees with your revised SPL sharing arrangement.

You may provide other forms of agreement instead of this template, e.g. an official letter of approval, screenshots of emails between you and your employer, or documentation from your HR portal.

Part A: Employee's Declaration

- ☐ I am changing my sharing arrangement* from _____ weeks to _____ weeks of Shared Parental Leave.

Employee's Name

Employee's
NRIC / FIN

Child's Birth
Certificate No.

Signature & Date

Part B: Employer's Acknowledgement

- ☐ I have agreed to allow my employee to change Shared Parental Leave as per Part A above.
☐ I understand that I will only be able to claim for leave taken by the employee within the allocated weeks in the sharing arrangement.

Name &
Designation

NRIC / FIN

Company Name

Signature & Date

** If the child's date of birth or estimated delivery date (or formal intent to adopt date, for adoptive child) is between 1 Apr 2025 to 31 Mar 2026 (both dates inclusive), the total leave that the parents can share in their sharing arrangement is up to 6 weeks of leave. If it is on or after 1 Apr 2026, parents can share up to 10 weeks of leave.*