

# Shared Parental Leave (SPL) Guide for Parents

## Timeline

## Action Required

**Congratulations!**  
You are expecting a child

1

**Discuss leave plans with your spouse and employer**

**Your child is born**

2

**Submit your SPL sharing arrangement on LifeSG**

while registering the birth of your child or via the "Manage SPL Sharing Arrangement" service

You have up to 4 weeks to decide your sharing arrangement

**Start taking leave**

3

Do note that SPL should be taken after you have completed your maternity or paternity leave

**4 weeks after your child's birth**

4

**If you need to change your sharing arrangement**

- Update via LifeSG's "Manage SPL Sharing Arrangement" service
- For employees, you should discuss with your employer first. You will need to obtain their written agreement and submit it on LifeSG.

**Completion of leave**

5

**For Self-Employed Parents only: Submit your claims**

via the Government-Paid Leave (GPL) portal

You can submit claims as and when leave is taken. There is no need to wait for all leave to be completed before submitting claims.



More details at  
[go.gov.sg/spl-info!](https://go.gov.sg/spl-info)