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CONDITIONS OF EMPLOYMENT 2004



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HIGHLIGHTS

General Employment Conditions

- The 5-day workweek is the norm for full-time employees in the private sector. One in three (34%) full-time employees worked 5 days a week in 2004. Following significantly behind were the 5½-day and 6-day workweek each covering 14 to 15% of the employees. Another one-quarter were on non-conventional working arrangements comprising mainly those on shift work (23%).
- Nearly six in every ten full-time employees (59%) had below 15 days of annual leave in 2004, similar to 2002, but lower than 69% in 1992. One-third (34%) had 15 to 21 days while 7.2% enjoyed more generous leave exceeding 21 days per year.
- Slightly over one in two took outpatient sick leave in 2003, consuming on average 4.2 days per employee on sick leave. Only 3.5% of employees took hospitalisation leave during the year, consuming on average 15 days per employee who were hospitalised.

Alternative Employment Arrangements

- Although still not a common practice, flexible working arrangements have increased in recent years. Some 4.1% of private sector employees were on flexible work schedules, up from 2.6% in 1998. Many of these employees were working part-time. They formed 3.6% of employees in private sector establishments each with at least 25 workers. The share of employees on the other flexible working arrangements was lower: flexitime (0.3%) and teleworking (0.2%).
- In 2004, the contingent workforce accounted for 3.6% of total employment¹ in the private sector. Workers employed and supplied by third parties namely labour suppliers or employment agencies formed the majority (64%) of the contingent workforce, followed by freelance/casual workers (19%) and workers employed directly by establishments on short term contracts of less than a year (17%).

Family-Friendly Employment Practices

- 7.0% of establishments provided paid family care leave for the majority of their employees in 2004. The proportion of firms granting *specific* family care leave (4.2%) was about 1.5 times of those providing *generic* family care leave (2.7%). Paid leave for female employees to take care of sick children was the most common type of *specific* family care leave given, with an annual entitlement of typically 5 days for each sick child subject to a maximum of 15 days a year.
- Large establishments and those in community & personal services were more generous in giving paid family care leave.
- Four in ten establishments (40%) accorded paid paternity leave with a median leave entitlement of 2.0 days per child.

¹ Total employment is defined as the sum of all employees of the establishments, freelancers/casual workers and those employed or supplied by labour supplier or employment agencies who are deployed in these establishments.

CONDITIONS OF EMPLOYMENT, 2004

1 INTRODUCTION

1.1 In many countries, working trends are changing. This has come about not only as a response to the business need for a more flexible workforce in a highly uncertain economic environment, but also to address the rising expectation of employees for more flexible working arrangements that can help balance their work and personal/family commitments. This phenomenon has shaped employment terms and conditions in recent years.

1.2 This report highlights key findings from the *Conditions of Employment Survey, 2004* which covers 2,400 private sector establishments each employing at least 25 employees. Apart from providing a statistical snapshot of the general employment conditions such as workweek pattern, annual leave and sickness absenteeism, the report also examines the prevalence of alternative employment practices including flexible working arrangements, contingent and shift work. A section is devoted to discussing the extent to which employers are providing pro-family benefits such as family care, maternity and paternity leave benefits. Details of the survey methodology and concepts are in the [Annex](#).

2 GENERAL EMPLOYMENT CONDITIONS

WORKWEEK PATTERN

5-day workweek continues to be the norm

2.1 The 5-day workweek continues to be the norm for full-time employees in the private sector. In this arrangement, the standard working hours are typically compressed into 5 days with employees working longer on each working day. Around one in three (34%) employees worked 5 days a week in 2004 ([Table 1](#)). Following significantly behind were the 5½-day and 6-day workweek each covering 14 to 15% of the employees. Another one-

quarter of full-time employees were on non-conventional working arrangements (under 'Others' category) which comprised mainly those on shift work (23%).

TABLE 1
DISTRIBUTION OF FULL-TIME EMPLOYEES BY TYPE OF WORKWEEK, 1996 – 2004
(AS AT JUNE)

Workweek Pattern	Per Cent				
	1996	1998	2000	2002	2004
Total	100.0	100.0	100.0	100.0	100.0
5 - Day	34.5	33.6	34.1	37.5	34.3
5½ Day with Regular Saturday Off	11.9	11.4	12.4	10.8	10.3
5½- Day	21.5	20.2	18.1	15.7	14.5
6-Day	20.0	22.4	16.4	17.1	14.4
6-Day with Regular Saturday Off*	-	4.0	3.3	1.9	1.3
Others	12.1	8.5	15.6	17.0	25.3

Note: *In 1996, "Others" included "6-Day with Regular Sat Off". The latter was reflected as a separate item in subsequent years.

The bulk of professional services employees work 5 days a week

2.2 The 5-day workweek was the most prevalent among employees in professional services industries e.g. *Insurance* (85%) and *IT & Related Services* (83%). On the other hand, industries which mainly provide round-the-clock services such as *Hotels* (70%), *Land Transport* (41%), *Retail Trade* (41%) and *Health & Social Work* (40%) have a high concentration of employees in shift work and other non-standard work arrangements. A significant share of manufacturing employees (36%) also worked on shift and other non-standard arrangements, led by electronics employees (57%) (Appendix 1).

2.3 The 6-day workweek was the norm in *Construction* (57%) reflecting the large presence of foreign workers who typically worked the maximum number of days possible. The 6-day workweek was also common in the *Restaurants* sector (52%).

5-day workweek more common among management staff

2.4 The 5-day workweek is more common among management staff as compared to rank-and-file (RAF) employees. In 2004, 62% of management staff worked 5 days a week, almost 3 times the share of RAF employees (22%). A considerably higher share of RAF employees were on 6-day work week and non-standard working hours (mainly shift work) relative to management staff (Table 2).

TABLE 2
DISTRIBUTION OF FULL-TIME EMPLOYEES BY TYPE OF WORKWEEK AND EMPLOYEE TYPE, JUNE 2004

Per Cent

Industry	Total	5-Day	5½ Day with Regular Saturday Off	5½ Day	6-Day with Regular Saturday Off	6-Day	Shift Work	Others ¹
Total	100.0	34.3	10.3	14.5	1.3	14.4	23.2	2.1
Rank-and-File Employees	100.0	22.2	8.3	15.6	1.5	19.1	30.9	2.4
Management Staff	100.0	61.8	14.6	11.9	0.7	3.8	5.8	1.3

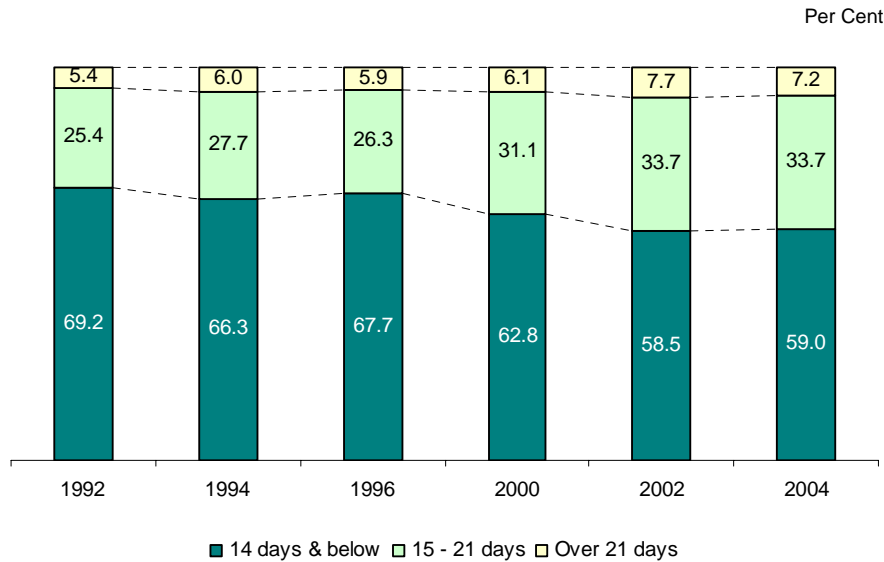
¹ "Others" refers to irregular work week, less than 5 days etc.

ANNUAL LEAVE ENTITLEMENT

Six in ten full-time employees have less than 15 days of annual leave

2.5 The trend towards employees having more annual leave has stabilised in the recent couple of years. Nearly six in every ten full-time employees (59%) were granted below 15 days of annual leave in 2004, similar to 2002 (Chart 1). However, the share was lower than 69% in 1992, reflecting the shift in occupational profile in favour of the higher skilled, who are generally accorded better leave benefits. One-third (34%) of the full-time employees in 2004 had 15 to 21 days of annual leave while 7.2% enjoyed more generous leave exceeding 21 days per year.

CHART 1
DISTRIBUTION OF FULL-TIME EMPLOYEES BY ANNUAL LEAVE ENTITLEMENT, 1992 – 2004 (AS AT JUNE)

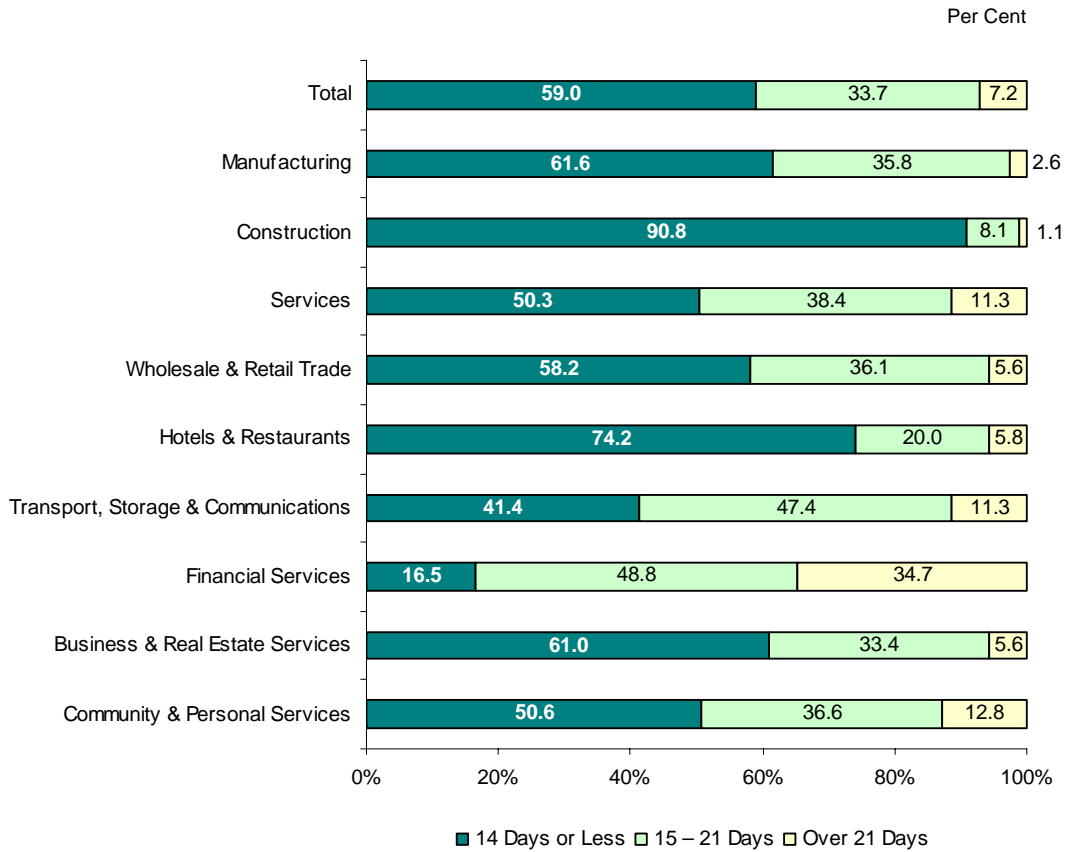


Note: The category '14 days & below' includes employees who are granted 'no fixed number of days of leave.'

Financial services had the highest share of employees with longer leave provision

2.6 Across industries, *Financial Services* recorded the highest share of full-time employees (84%) with annual leave provision of more than 14 days ([Chart 2](#)). In contrast, the majority of employees (91%) in *Construction* were granted below 15 days of annual leave. Industries such as *Hotels and Restaurants* (74%) and *Manufacturing* (62%) that had a heavier concentration of RAF employees tended to have shorter leave provision.

**CHART 2
DISTRIBUTION OF FULL-TIME EMPLOYEES BY ANNUAL LEAVE ENTITLEMENT AND INDUSTRY
JUNE 2004**



Note: The category '14 days & below' includes employees who are granted 'no fixed number of days of leave'

Management staff enjoyed longer leave provision

2.7 Slightly more than seven in ten RAF employees (72%) who worked full-time were granted less than 15 days of annual leave ([Table 3](#)). As expected, management staff enjoyed longer leave provision, with 71% having annual leave entitlement of at least 15 days in 2004.

TABLE 3
DISTRIBUTION OF FULL-TIME EMPLOYEES BY ANNUAL LEAVE ENTITLEMENT AND EMPLOYEE TYPE, JUNE 2004

Per Cent

Industry	Total	14 Days or Less	15 – 21 Days	Over 21 Days
Total	100.0	59.0	33.7	7.2
Rank-and-File Employees	100.0	71.9	25.5	2.6
Management Staff	100.0	29.5	52.7	17.8

Note: The category '14 days & below' includes employees who are granted 'no fixed number of days of leave'.

SICKNESS ABSENTEEISM

One in two employees took outpatient sick leave in 2003

2.8 Around one half of employees (52%) took outpatient sick leave in 2003. In contrast, only 3.5% of employees took hospitalisation leave during the year (Table 4).

TABLE 4
SICKNESS ABSENTEEISM IN 2003
(Proportion of Employees and Average Number of Days of Sick Leave Taken)

	Outpatient Sick Leave	Hospitalisation Leave
Proportion of employees who took sick leave in 2003	52.4	3.5
Average no. of days of sick leave taken <u>per employee on sick leave</u> in 2003	4.2	15.2
Average no. of days of sick leave taken <u>per employee</u> in 2003	2.2	0.5

2.9 The average leave consumed by those on outpatient sick leave was 4.2 days per employee. Not surprisingly, the duration of hospitalisation leave was longer, averaging 15 days per employee who were hospitalised.

2.10 In respect of the entire workforce, the sick leave averaged across all employees (including those who did not take sick leave) was 2.2 days for outpatient and 0.5 day for hospitalisation leave (Table 4).

Sickness absenteeism was the highest in Manufacturing

2.11 The level of sickness absenteeism varies across industries. *Manufacturing* (61%) registered the highest proportion of employees taking outpatient sick leave in 2003, exceeding the overall average of 52% (Table 5). Other industries which exhibited above-average sickness absenteeism included *Financial Services* (60%), *Business & Real Estate Services* (58%) and *Community & Personal Services* (54%). At the other end, *Construction* (32%) had the lowest proportion of employees taking sick leave.

TABLE 5
SICKNESS ABSENTEEISM IN 2003 BY INDUSTRY
(Proportion of Employees on Sick Leave)

	Per Cent	
	Outpatient Sick Leave	Hospitalisation Leave
Total	52.4	3.5
Manufacturing	60.5	4.0
Construction	32.0	1.8
Services	52.3	3.6
Wholesale & Retail Trade	52.6	2.7
Hotels & Restaurants	37.7	2.8
Transport, Storage & Communications	47.5	4.1
Financial Services	60.4	3.5
Business & Real Estate Services	58.0	3.0
Community & Personal Services	54.3	5.5

2.12 In terms of duration of leave taken, *Construction* employees who were sick took on average 3.2 days of outpatient sick leave in 2003, the lowest among all the industries (Table 6). At the other end, the longest outpatient sick leave was recorded in *Financial Services* and *Community & Personal Services* both at 5.0 days per employee on sick leave.

TABLE 6
SICKNESS ABSENTEEISM IN 2003 BY INDUSTRY
(Average Number of Days of Sick Leave Taken)

Industry	Average Number of Days of Sick Leave Taken			
	Outpatient Sick Leave		Hospitalisation Leave	
	Per Employee	Per Employee on Sick Leave	Per Employee	Per Employee on Sick Leave
Total	2.2	4.2	0.5	15.2
Manufacturing	2.5	4.1	0.6	13.4
Construction	1.0	3.2	0.3	19.3
Services	2.3	4.4	0.6	15.8
Wholesale & Retail Trade	2.2	4.1	0.4	14.3
Hotels & Restaurants	1.4	3.8	0.4	14.7
Transport, Storage & Communications	2.2	4.7	0.7	17.5
Financial Services	3.0	5.0	0.5	15.2
Business & Real Estate Services	2.3	3.9	0.4	14.8
Community & Personal Services	2.7	5.0	0.9	16.6

Slightly more rank-and-file employees took sick leave

2.13 Slightly more RAF employees (51%) took outpatient sick leave as compared to staff at management level (48%) in 2003. The average number of outpatient sick leave taken per employee on sick leave was longer for RAF employees at 4.4 days compared with 3.9 days for management staff ([Table 7](#)).

TABLE 7
SICKNESS ABSENTEEISM IN 2003 BY EMPLOYEE TYPE
(Proportion of Employees on Sick Leave and Average Number of Days of Sick Leave Taken)

	Rank-and-File Employees		Management Staff	
	Outpatient Leave	Hospitalisation Leave	Outpatient Leave	Hospitalisation Leave
Proportion of employees who took sick leave in 2003 (%)	50.5	3.4	47.9	3.1
Average no. of days of sick leave taken <u>per employee on sick leave</u> in 2003	4.4	16.1	3.9	12.9
Average no. of days of sick leave taken <u>per employee</u> in 2003	2.2	0.6	1.9	0.4

3 ALTERNATIVE EMPLOYMENT ARRANGEMENTS

FLEXIBLE WORKING ARRANGEMENTS

More employees on flexible working arrangements

3.1 Although still not a common practice in Singapore, flexible working arrangements (FWAs) have increased in recent years. In 2004, some 4.1% of private sector employees were on flexible work schedules covering part-time, flexitime and teleworking (Table 8). The corresponding share in 1998 was only 2.6%. In absolute terms, some 39,700 employees in private sector establishments each with at least 25 employees were on these flexible working arrangements compared to 24,600 in 1998.

3.2 Part-time work remained the predominant type of FWA, accounting for 88% of workers on flexible arrangements. They formed 3.6% (or 35,000) of the employees in private sector establishments with at least 25 workers. The share of employees on the other flexible working arrangements were significantly lower: flexitime (0.3% or 3,200), teleworking (0.2% or 1,500) and homeworking (negligible and mainly from the textile and wearing apparel industry).

TABLE 8
PROPORTION OF EMPLOYEES ON FLEXIBLE WORKING ARRANGEMENTS, 1998 – 2004 (AS AT JUNE)

Per Cent

Type of Flexible Working Arrangements	1998	2000	2002	2004
Total	2.6	3.0	3.8	4.1
<i>Office-based</i>	2.5	2.9	3.6	4.0
Part-time	1.9	2.6	3.4	3.6
Flexitime	0.6	0.3	0.2	0.3
Job sharing / Splitting
<i>Flexi-place</i>	0.1	0.1	0.1	0.2
Teleworking	...	0.1	0.1	0.2
Homeworking

... Nil or Negligible

Greater prevalence of flexible working arrangements in Hotels & Retail

3.3 Reflecting the heavy reliance on part-timers in the industry, *Restaurants* had the highest proportion of employees (44%) on FWAs (Appendix 4). This was followed at a distant second by *Retail Trade* (16%).

3.4 Part-timing was more common among RAF (5.0%) than management staff (0.4%) (Table 9). On the other hand, there was a higher incidence of management staff on flexitime (0.8%) and teleworking (0.5%) than RAF employees (0.2% and negligible share respectively).

TABLE 9
PROPORTION OF EMPLOYEES ON FLEXIBLE WORKING ARRANGEMENTS
BY EMPLOYEE TYPE, JUNE 2004

Type of Employees	Total	Office-Based		Flexi-place	
		Part-time	Flexitime	Teleworking	Homeworking
All Employees	4.1	3.6	0.3	0.2	...
Rank-and-File Employees	5.2	5.0	0.2
Management Staff	1.7	0.4	0.8	0.5	...

... Nil or Negligible

CONTINGENT WORK

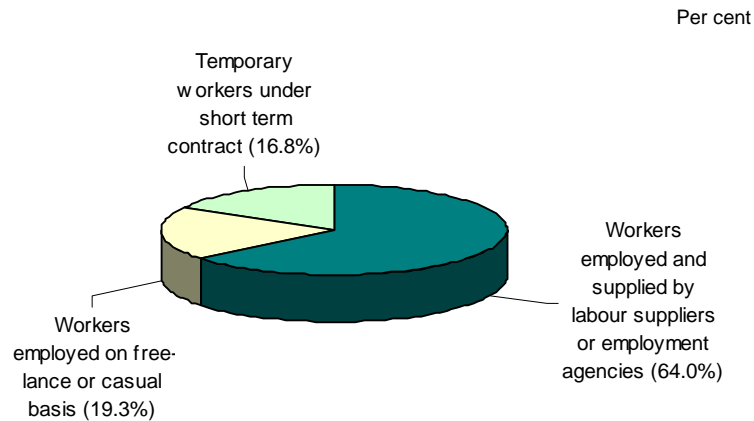
Workers supplied by labour suppliers or employment agencies formed the majority of the contingent workforce

3.5 Workers on contingent employment generally include those who are employed and supplied by third parties to establishments under contract-for-service, employees on short-term contracts directly employed by the establishments, as well as those who are engaged on a casual or freelance basis. Against the backdrop of a highly uncertain economic environment, the utilisation of such “just-in-time” workers grants employers flexibility in managing their manpower in response to changes in demand. Moreover, with the reduction in “core employees” who are eligible for the full range of staff benefits, employers can save on costs of employee benefits.

3.6 In 2004, the contingent workforce was estimated to be around 34,600, accounting for 3.6% of total employment² in private sector establishments each with at least 25 employees. Against an improving job market, the share of contingent employment was unchanged from 2002 (3.6%).

3.7 Workers supplied by third parties namely labour suppliers or employment agencies under contract for service formed the majority of the contingent workforce (64%) in 2004 (Chart 3). Close to one in five contingent workers (19%) were engaged on a freelance or casual basis while the remaining 17% were employed directly by the establishments on short-term contracts of less than a year.

CHART 3
DISTRIBUTION OF WORKERS ON CONTINGENT EMPLOYMENT BY TYPE OF EMPLOYMENT ARRANGEMENTS
JUNE 2004



Post and Telecommunications led with the largest proportion of contingent employees

3.8 *Post and Telecommunications* (10%) led with the largest proportion of contingent workers, followed closely by *IT & Related Services* (9.2%), *Hotels* (8.6%) and *Electronics Manufacturing* (8.1%) (Appendix 5). Many of these industries relied on contingent workers employed and supplied by third parties namely labour suppliers and employment agencies. The exception was *Hotels* which largely recruited the contingent workers on freelance or on-call basis.

² Total employment is defined as the sum of all employees of the establishments, freelancers/casual workers and those employed or supplied by labour supplier or employment agencies who are deployed in these establishments.

Contingent jobs were less common among management staff

3.9 As management positions typically require more experience and expertise as compared to RAF jobs, it was not surprising that contingent employment was less common among management staff. In 2004, only 1.4% of management staff was contingent compared to 4.6% of RAF employees (Table 10).

TABLE 10
PROPORTION OF WORKERS ON CONTINGENT EMPLOYMENT BY EMPLOYEE TYPE
JUNE 2004

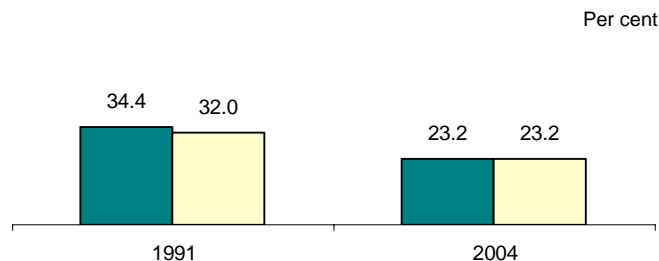
Type of Employees	Total	Workers Supplied by Labour Suppliers or Employment Agencies	Workers employed on freelance or casual basis	Per Cent
				Temporary Workers under Short-term Contracts
All Employees	3.6	2.3	0.7	0.6
Rank-and-File Employees	4.6	3.0	0.9	0.7
Management Staff	1.4	0.7	0.3	0.5

SHIFT WORK

Incidence of shift work lower than in 1991

3.10 In terms of employees covered, shift workers³ represented 23% of all employees, down from 32% in 1991 (Chart 4). This coincided with the shift in occupational profile towards higher skilled jobs over the years.

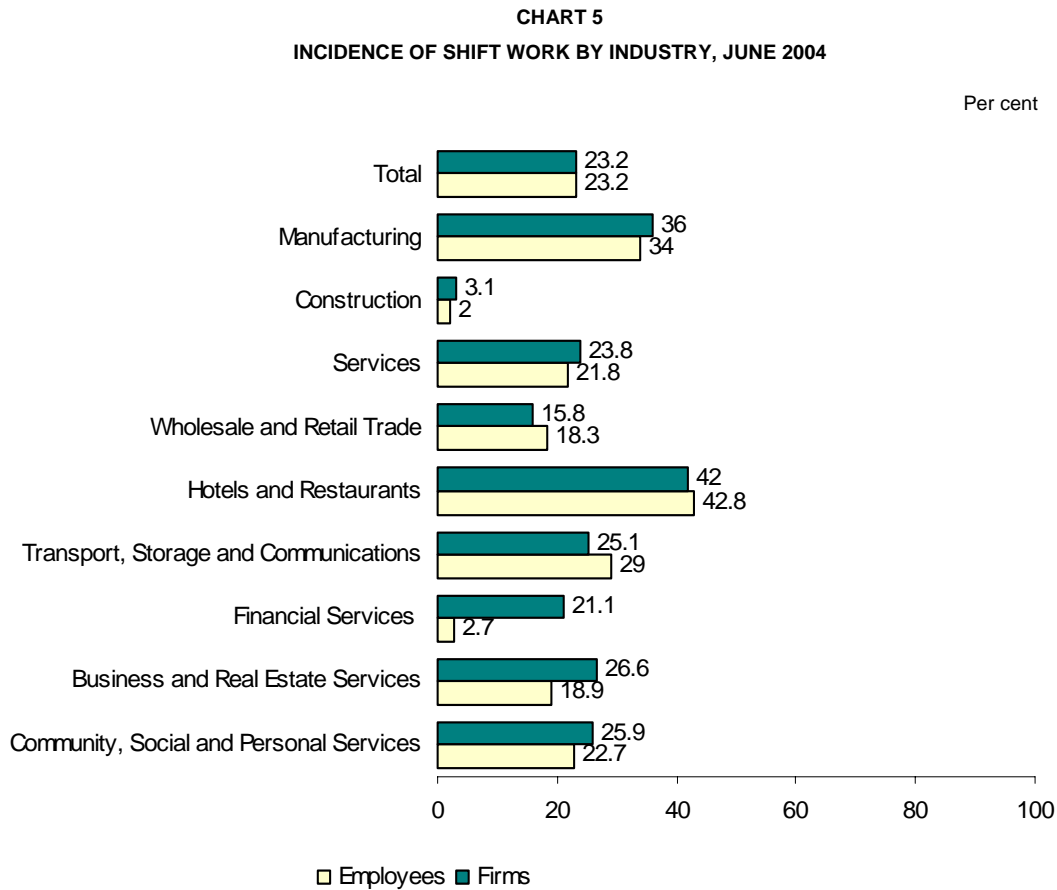
CHART 4
INCIDENCE OF SHIFTWORK, 1991 & 2004



³ Data on shift work in this section pertain to all employees unlike the section on workweek which pertain to full-time employees.

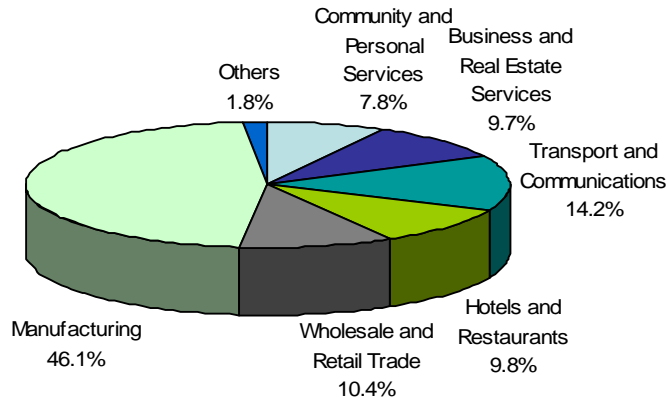
Shift work was the most prevalent in Hotels and Electronics industries

3.11 The incidence of shift work was the highest in *Hotels & Restaurants* (43%) in particular *Hotels* (65%) (Chart 5). This was followed by *Manufacturing* (34%) led by *Electronics* where slightly over one half of the employees (56%) were on shift work.



3.12 In terms of the composition of employees on shift work, *Manufacturing* accounted for 46% of all shift workers (Chart 6). This was due to the large number of shift workers in *electronics* (23%). *Transport, Storage & Communications* accounted for another 14% of the shift workers.

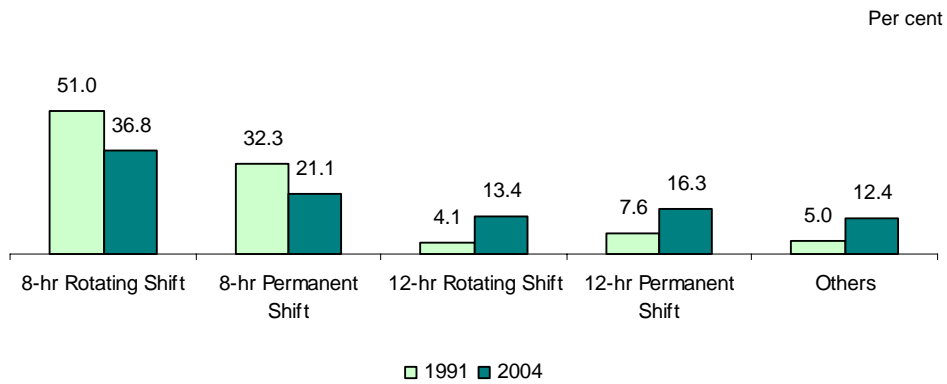
CHART 6
DISTRIBUTION OF EMPLOYEES ON SHIFT WORK BY INDUSTRY, JUNE 2004



8-hr shift was the most common

3.12 Although the majority of shift workers were on 8-hr shift, there has been a discernible rise in 12-hr shift over the years (Chart 7). 58% of the shift workers were on 8-hr shift in 2004, substantially lower than the 83% registered in 1991. Meanwhile, the proportion of employees on 12-hr shift schedule increased from 12% to 30% over the same period.

CHART 7
DISTRIBUTION OF EMPLOYEES ON SHIFT WORK BY TYPE OF SHIFT, 1991 & 2004



Shift workers were dominated by production & related workers

3.13 The incidence of shift work was the highest among production and related workers where one in three were working on shift (Chart 8). They formed 60% of all shift workers in 2004 (Chart 9). Shift work was the least prevalent among professionals, managers, executives and technicians (PMET) where only 8.9% worked shift. Although the incidence of shift work for all three occupational groups has declined from 1991, the rising proportion of PMETs in the overall workforce has translated to a larger share of PMETs (13%) among shift workers compared to 13 years ago (7%).

CHART 8
INCIDENCE OF EMPLOYEES ON SHIFT WORK BY TYPE OF EMPLOYEE, 1991 & 2004

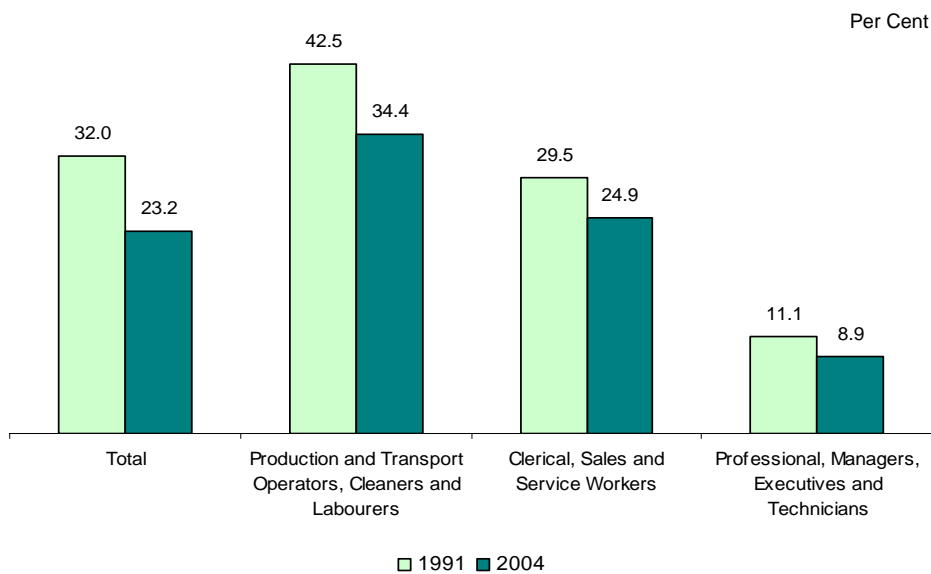
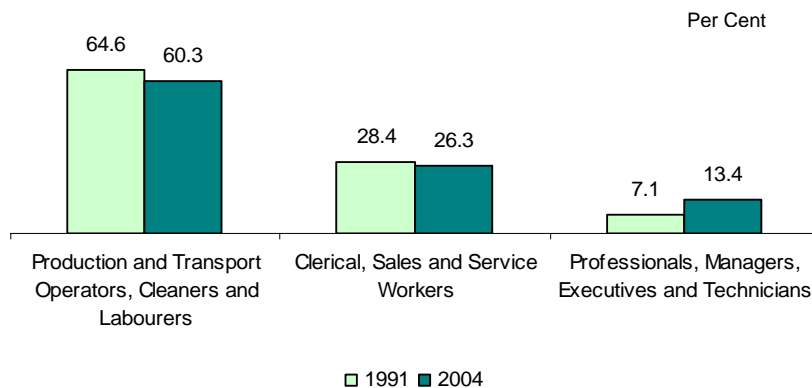
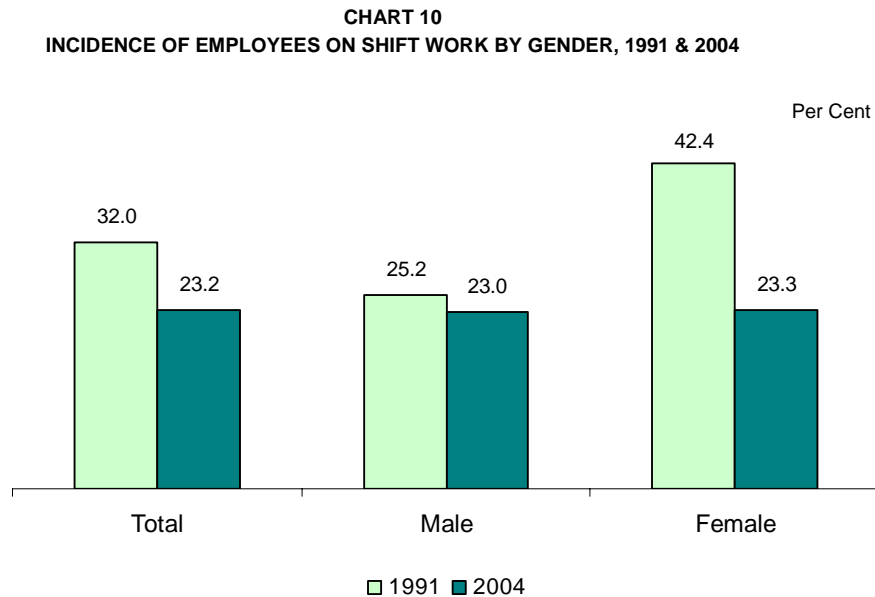


CHART 9
DISTRIBUTION OF EMPLOYEES ON SHIFT WORK BY TYPE OF EMPLOYEE, 1991 & 2004



Incidence of shift work equal between male and female employees

3.14 The drop in incidence of shift work over the years was more significant for female employees as fewer females are now employed in the *Manufacturing* sector (31% in 1991 and 15% in 2004) ([Chart 10](#)). Today, the incidence of shift work of females is comparable to males.



4 FAMILY FRIENDLY EMPLOYMENT PRACTICES

PAID FAMILY CARE LEAVE

Provision of paid family care leave still not widespread

4.1 Paid family care leave refers to paid leave granted to employees for taking care of their children, spouse, elderly, parents or other sick family member. It excludes maternity or paternity leave. In general, the provision of paid family care leave was still not a common practice in Singapore. At the overall level, only 7.0% of the establishments provided paid family care leave for the majority of their employees in 2004 ([Chart 11](#)). By employee count, 15% of the private sector employees were working in establishments with paid family care leave.

CHART 11
PROPORTION OF FIRMS AND EMPLOYEES WITH PAID FAMILY CARE LEAVE
BY TYPE, JUNE 2004

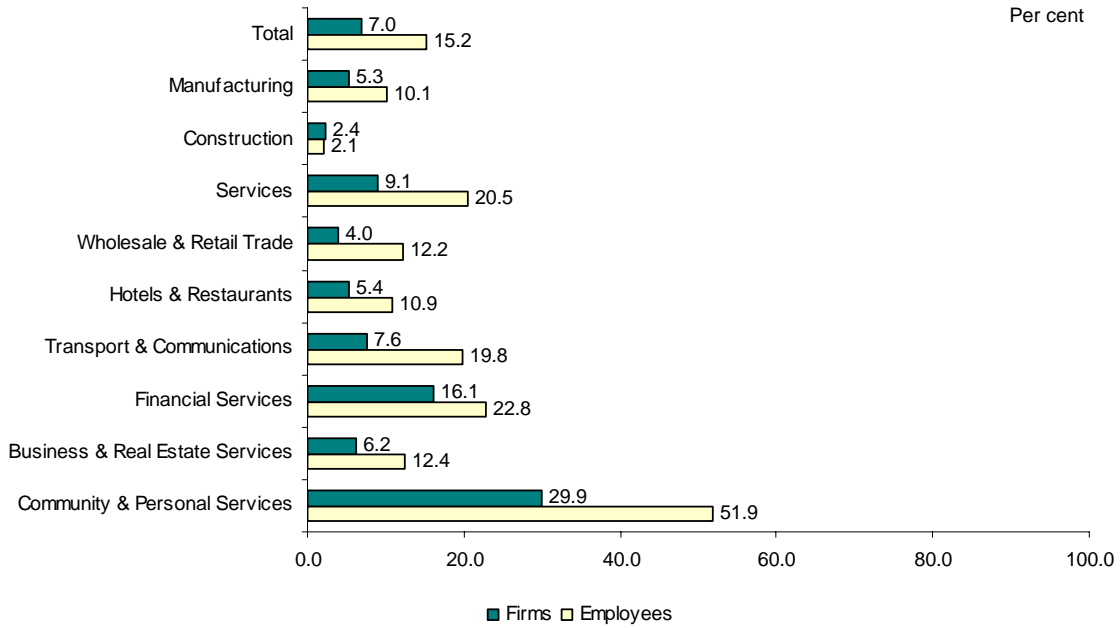


4.2 The form of paid family care leave provided varies across organisations. Some employers offer family care leave without confining the provision to particular family members (i.e. *generic* family care leave provision). Others accord *specific* types of family care leave for employees with family commitments such as leave for taking care of sick children (for father and/or mother) or parents. In 2004, the proportion of firms granting *specific* family care leave (4.2%) was about 1.5 times of those providing *generic* family care leave (2.7%).

Community & Personal Services led with 30% of establishments providing paid family care leave

4.3 At the industry level, *Community & Personal Services* led with close to one in three establishments (30%) providing paid family care leave (both *generic* and *specific*), making it the most family-friendly sector (Chart 12). In terms of the employees covered, slightly more than half (52%) of the employees in the sector were working in establishments with such benefit. Trailing at the other end was *Construction* where only 2.4% of the establishments (and 2.1% of employees) had such leave provision.

Chart 12
PROPORTION OF FIRMS AND EMPLOYEES
WITH PAID FAMILY CARE LEAVE BY INDUSTRY, JUNE 2004



Large establishments more likely to provide paid family care leave

4.4 Larger establishments are more generous in giving paid family care leave. In 2004, nearly one in every five large establishments employing 200 and more workers (18%) accorded paid family care leave while only 6% of the smaller establishments have such provision ([Chart 13](#)).

CHART 13
PROPORTION OF FIRMS AND EMPLOYEES WITH
PAID FAMILY CARE LEAVE BY ESTABLISHMENT SIZE, JUNE 2004



Generic Family Care Leave

The annual entitlement for generic family care leave was typically 3 days

4.5 Slightly over half of the firms (53%) with generic family care leave had an annual entitlement of not more than 3 days of *generic* care leave per employee while another one third gave 4 to 7 days and the remaining 14%, 8 days or more (Table 11).

**TABLE 11
DISTRIBUTION OF FIRMS WITH GENERIC FAMILY CARE LEAVE
BY ESTABLISHMENT SIZE AND INDUSTRY, JUNE 2004**

Per cent

Industry	Annual Entitlement of Generic Family Care Leave Per Employee			
	Total	1 to 3 days	4 to 7 days	8 days or more
BY ESTABLISHMENT SIZE				
Total	100.0	52.6	33.2	14.2
Firms with 25-199 Employees	100.0	53.5	29.2	25.9
Firms with 200 &-Over Employees	100.0	50.7	41.8	7.5
BY INDUSTRY				
Manufacturing	100.0	63.0	17.4	19.6
Construction	100.0	53.3	46.7	...
Services	100.0	49.3	36.7	14.0
Wholesale & Retail Trade	100.0	54.3	34.3	11.4
Hotels & Restaurants	100.0	26.3	47.4	26.3
Transport, Storage & Communications	100.0	42.9	42.9	14.3
Financial Services	100.0	50.0	41.7	8.3
Business & Real Estate Services	100.0	61.8	38.2	...
Community & Personal Services	100.0	45.8	20.8	33.3

... Nil or Negligible

4.6 The median duration of generic family care leave entitlement was 3 days a year. *Transport, Storage & Communications* had the most generous provision, with a typical duration of 6.5 days per employee (Table 12). Other industries with above-median provision were *Hotels & Restaurants* (6.0 days), *Community & Personal Services* (4.5 days) and *Financial Services* (4.0 days).

TABLE 12
ANNUAL ENTITLEMENT OF GENERIC FAMILY CARE LEAVE BY INDUSTRY AND ESTABLISHMENT SIZE, JUNE 2004
(Median Number of Days)

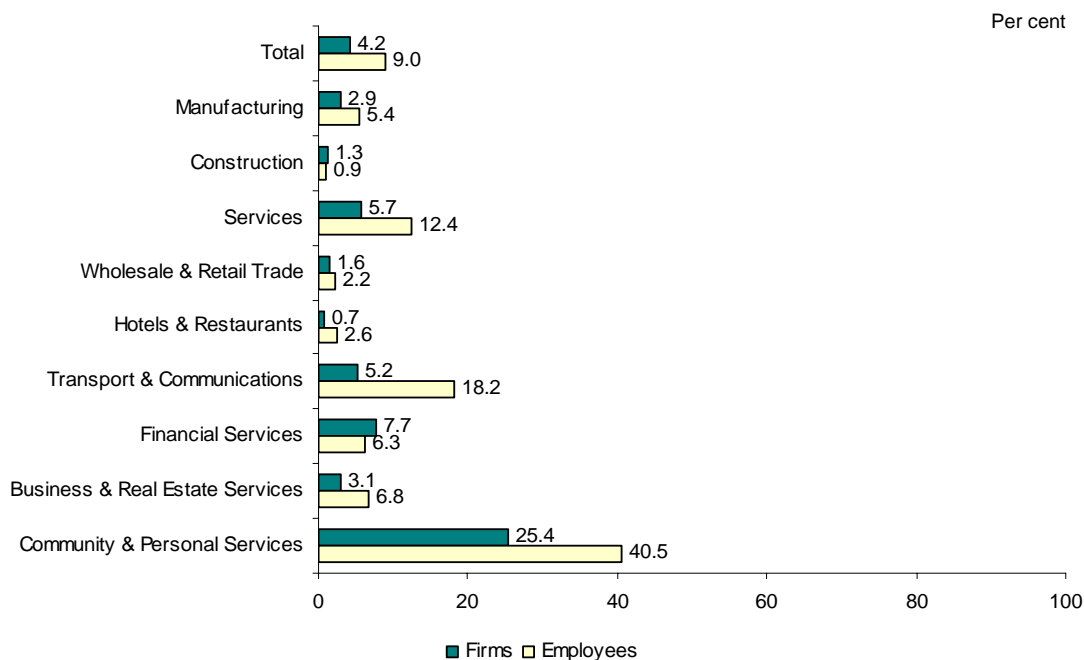
Industry	Annual Entitlement of Generic Family Care Leave Per Employee (Median Number of Days)		
	All Firms	Firms with 25-199 Employees	Firms with 200 &-Over Employees
Total	3.0	3.0	3.0
Manufacturing	3.0	3.0	3.0
Construction	1.0	1.0	5.0
Services	4.0	5.0	4.0
Wholesale & Retail Trade	2.0	2.0	5.0
Hotels & Restaurants	6.0	6.0	5.0
Transport, Storage & Communications	6.5	7.0	3.5
Financial Services	4.0	6.0	3.0
Business & Real Estate Services	3.0	3.0	3.0
Community & Personal Services	4.5	9.0	3.0

Specific Family Care Leave

One out of four firms in Community & Personal Services granted specific family care leave

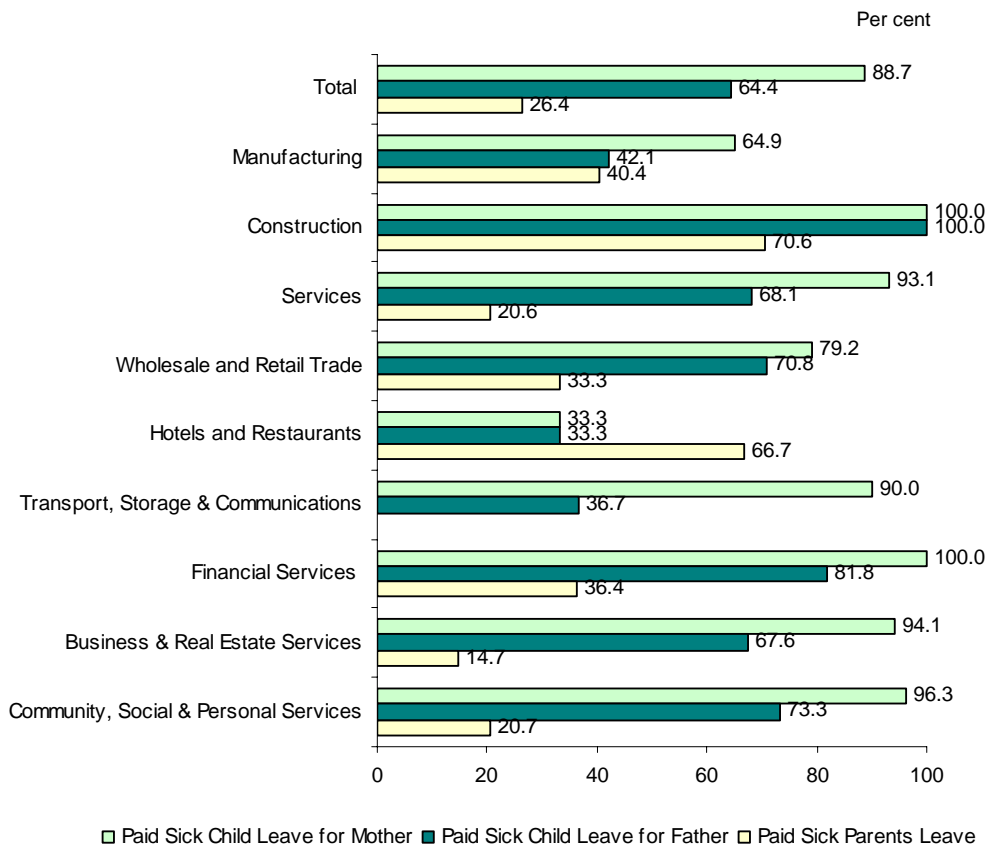
4.7 Leading in the provision of *specific* family care leave was the *Community & Personal Services* where one out of four establishments (25%) provided such benefit (Chart 14). Going by employee count, around four in ten employees (41%) in the industry were working in establishments which accorded *specific* family care leave.

CHART 14
PROPORTION OF FIRMS AND EMPLOYEES WITH PAID SPECIFIC FAMILY CARE LEAVE
BY INDUSTRY, JUNE 2004



4.8 Among the various kinds of *specific* family care leave, paid sick child leave for mother was the most common. At the overall level, nearly nine in ten establishments (89%) with *specific* family care leave provision allowed their female employees to go on paid leave to take care of their sick children (Chart 15). Around 64% of the employers providing *specific* family care leave had extended sick child leave to male employees. A smaller percentage (26%) of those with *specific* family care leave granted leave to employees to take care of their sick parents.

CHART 15
PROPORTION OF FIRMS AND EMPLOYEES WITH PAID SPECIFIC FAMILY CARE LEAVE
BY TYPE AND INDUSTRY, JUNE 2004



Annual entitlement for specific family care leave was typically 5 days for each sick child or parent

4.9 Among establishments with specific family care leave, the annual entitlement was typically 5 days of leave to look after each sick child or parent (Table 13). Many of these establishments also specified a maximum annual entitlement of 15 days per employee to take care of children and 10 days to take care of their parents who are sick.

TABLE 13
ANNUAL ENTITLEMENT OF SPECIFIC FAMILY CARE LEAVE PER CHILD/PARENT
BY TYPE AND INDUSTRY, JUNE 2004
(Median Number of Days)

Industry	Annual Entitlement Per Child/Parent (Median Number of days)		
	Paid Sick Child Leave (for Mother)	Paid Sick Child Leave (for Father)	Paid Sick Parents Leave
Total	5.0	5.0	5.0
Manufacturing	5.0	5.0	5.0
Construction	5.0	3.0	7.0
Services	5.0	5.0	2.0
Wholesale & Retail Trade	1.0	1.0	1.0
Hotels & Restaurants	-	-	-
Transport, Storage & Communications	5.0	5.0	-
Financial Services	5.0	5.0	-
Business & Real Estate Services	5.0	5.0	-
Community & Personal Services	5.0	5.0	2.0

- Data were not available

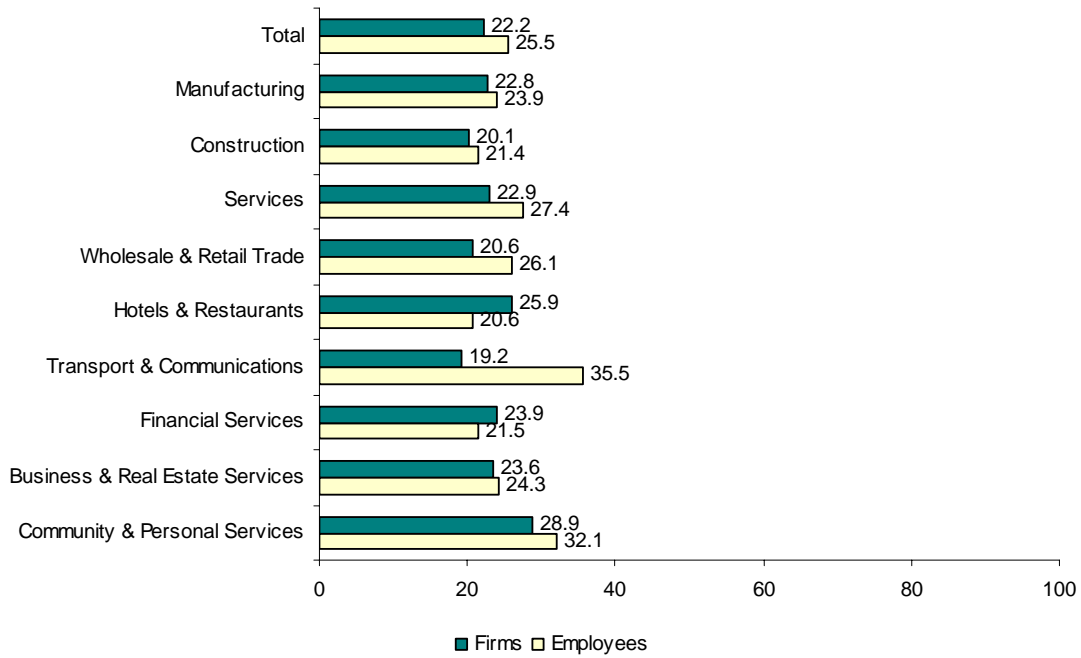
UNPAID FAMILY CARE LEAVE

Unpaid family care leave was more prevalent in Community & Personal Services

4.10 In 2004, around one in five establishments (22%) allowed their employees to take unpaid leave to attend to the needs of the family members ([Chart 16](#)). Except for *Community and Personal Services* (29%) which has a comparatively larger share of firms granting unpaid leave, most of the industries recorded a proportion which was not too far off from the overall average.

CHART 16
PROPORTION OF FIRMS AND EMPLOYEES WITH UNPAID FAMILY CARE LEAVE
BY INDUSTRY, JUNE 2004

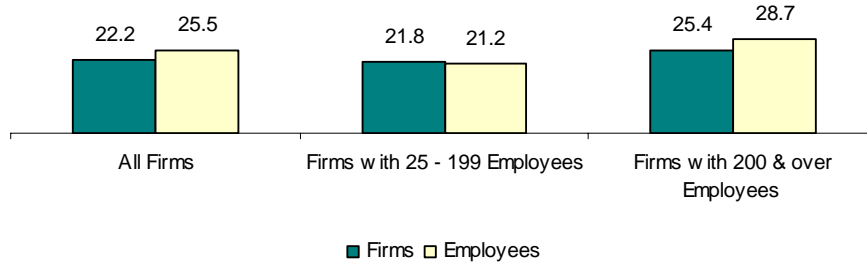
Per cent



4.11 Again, proportionally more large establishments granted unpaid family care as compared to those smaller ones (Chart 17).

CHART 17
PROPORTION OF FIRMS AND EMPLOYEES WITH UNPAID FAMILY CARE LEAVE
BY ESTABLISHMENT SIZE, JUNE 2004

Per cent



PAID MATERNITY LEAVE (INCLUDING THIRD CHILD MATERNITY LEAVE)

A small percentage gave more than 8 weeks of maternity leave

4.12 Before the revision to Employment Act which took effect in October 2004, all female employees as defined in the Act, are entitled to a total of 8 weeks of maternity leave for the birth of the first two children. While almost all the industries (96%) abided by the maternity leave provisions in the Act, a small percentage of them (3.6%) provided more than 8 weeks of maternity leave, sometimes up to a maximum of 12 weeks of leave to their female employees (Table 14). This was led by *Financial Services* where 13% provided more than the statutory requirement of 8 weeks.

TABLE 14
DISTRIBUTION OF MATERNITY LEAVE PROVISION BY INDUSTRY AND ESTABLISHMENT SIZE, JUNE 2004

	Maternity Leave Per Confinement			
	Total	< 8 weeks	8 weeks	> 8 weeks
Per Cent				
BY INDUSTRY				
Total	100.0	0.9	95.5	3.6
Manufacturing	100.0	0.3	96.0	3.7
Construction	100.0	2.3	95.5	2.2
Services	100.0	0.7	95.2	4.1
Wholesale & Retail Trade	100.0	1.0	96.2	2.8
Hotels & Restaurants	100.0	0.5	97.0	2.5
Transport, Storage & Communications	100.0	...	95.8	4.2
Financial Services	100.0	...	86.7	13.3
Business & Real Estate Services	100.0	0.5	95.2	4.3
Community & Personal Services	100.0	1.9	94.9	3.2
BY ESTABLISHMENT SIZE				
Firms with 25 – 199 Employees	100.0	1.0	95.7	3.3
Firms with 200 & Over Employees	100.0	0.1	93.8	6.0

... Nil or Negligible

One in five private sector firms paid for Maternity Leave for Non-Singaporean Third Child

4.13 Under the Children Development Co-savings Act which was enacted in 2001, the government has been providing 8 weeks of paid maternity leave for working mothers who gave birth to their third child, who is a Singaporean. Female employees whose third child is a non-Singaporean will not get to enjoy the provision unless their employers are willing to bear the cost of the extra maternity benefits. In 2004, about one in five private establishments (19%) were willing to pay maternity leave benefit for the third child who is a non-Singaporean (Table 15).

TABLE 15
PROPORTION OF FIRMS WITH MATERNITY LEAVE FOR THIRD CHILD
WHO IS A NON-SINGAPOREAN BY INDUSTRY, JUNE 2004

Per cent

Industry	Third Child Maternity Leave (Proportion of Firms)		
	All Firms	Firms with 25-199 Employees	Firms with 200 & Over Employees
Total	19.2	18.4	25.6
Manufacturing	16.7	16.0	20.8
Construction	17.5	17.2	20.3
Services	21.2	20.1	30.0
Wholesale & Retail Trade	19.3	18.4	32.3
Hotels & Restaurants	11.9	10.8	18.0
Transport, Storage & Communications	20.8	21.1	18.3
Financial Services	27.0	23.6	43.8
Business & Real Estate Services	25.0	23.7	35.8
Community & Personal Services	22.6	21.4	30.0

PAID PATERNITY LEAVE

Four in ten establishments provided paternity leave

4.17 Four in ten establishments (40%) in the private sector accorded paternity leave (Table 16). 68% of firms with 200 and more employees had this benefit compared with 37% for small and medium sized firms. *Financial Services, Wholesale & Retail Trade* and *Business & Real Estate Services* had similar share of firms (47%) with paid paternity leave, above the overall average of 40%.

Table 16
PROPORTION OF FIRMS WITH PAID PATERNITY LEAVE BY INDUSTRY, JUNE 2004

Per cent

Industry	Paternity Leave (Proportion of Firms)		
	All Firms	Firms with 25-199 Employees	Firms with 200 & Over Employees
Total	40.3	36.8	67.9
Manufacturing	45.1	39.5	77.5
Construction	20.3	18.9	34.7
Services	44.4	41.3	70.0
Wholesale & Retail Trade	46.7	44.9	71.9
Hotels & Restaurants	39.5	31.1	86.9
Transport, Storage & Communications	37.6	34.8	57.7
Financial Services	47.0	41.8	72.9
Business & Real Estate Services	46.6	45.1	59.2
Community & Personal Services	42.9	37.0	81.4

4.18 Among establishments with this benefit, close to three-fifth (58%) of the employers provided two to three days per child of paternity leave (Table 17). The median paternity leave entitlement was 2.0 days per child.

TABLE 17
DISTRIBUTION OF FIRMS WITH PAID PATERNITY LEAVE BY LENGTH OF ENTITLEMENT
BY INDUSTRY, JUNE 2004

Per Cent

Industry	Provision of Paternity Leave Per Child			
	Total	1 day	2 – 3 days	3 days or more
BY INDUSTRY				
Total	100.0	39.8	57.7	2.4
Manufacturing	100.0	47.1	51.6	1.4
Construction	100.0	33.7	60.0	6.3
Services	100.0	37.7	59.9	2.4
Wholesale & Retail Trade	100.0	38.5	59.3	2.2
Hotels & Restaurants	100.0	44.4	52.5	3.1
Transport, Storage & Communications	100.0	41.9	58.1	...
Financial Services	100.0	21.6	68.7	9.7
Business & Real Estate Services	100.0	35.3	62.4	2.3
Community & Personal Services	100.0	41.2	57.9	0.9
BY ESTABLISHMENT SIZE				
Firms with 25 – 199 Employees	100.0	40.0	57.3	2.7
Firms with 200 & Over Employees	100.0	39.2	59.6	1.2

... Nil or Negligible

5 CONCLUDING REMARKS

5.1 Although flexible work arrangements in Singapore have increased in recent years, they are still not widespread. The provision of paid family leave benefits is also confined mainly to a few selected industries. There is therefore scope for employers to do more.

SURVEY COVERAGE, METHODOLOGY, CONCEPTS AND DEFINITIONS

SURVEY COVERAGE AND METHODOLOGY

Introduction

The *Conditions of Employment Survey, 2004* was conducted by the Manpower Research and Statistics Department of the Ministry of Manpower from 28 June to 25 August 2004. The survey was conducted under the Statistics Act (Chapter 317), 1991.

Objective

The survey was conducted to study the general employment conditions in the private sector covering workweek pattern, annual leave and sickness absenteeism. It also examines the prevalence of alternative employment practices including flexible working arrangements, contingent and shift work as well as the extent to which employers are providing pro-family benefits such as family care, maternity and paternity leave benefits.

Coverage

The survey covered only establishments in the private sector. A representative sample of establishments with at least 25 employees, stratified by industry, was surveyed. A total of about 2,400 establishments were surveyed.

Methodology

The survey was conducted using mail questionnaires with clarifications made over the phone.

Reference Period

Most of the information provided in the survey returns was based on the establishments' practice as at 30 June 2004.

Data Collected

Establishments were asked to provide information on workweek pattern, flexible working arrangements, annual leave entitlement, sick leave and hospitalisation leave, contingent employment and shift work. Information pertaining to the provision of paid and unpaid family care leave, maternity leave and paternity leave were also collected in the survey.

Classification

The industries of the surveyed establishments were classified according to the Singapore Standard Industrial Classification (SSIC) 2000.

CONCEPTS AND DEFINITIONS

Office-based Working Arrangement refers to the arrangement such that employees perform work primarily in the office.

Normal Part-time Working refers to the arrangement such that employees have pre-arranged start and finish times with the establishment. The part-timers normally work less than 30 hours in a week. Those who work half-days or only some days per week are included under normal part-time working. Temporary employees who work the normal hours, or those who work 'on and off' or are placed on short work-week, are excluded.

Flexitime refers to the arrangement such that employees can vary their daily start and finish times to suit their work and personal commitments so long as they work the total hours agreed for an accounting period usually a week or month, in the office.

Job Sharing or Splitting refers to the arrangement such that the workload of a full-time job is split between two or more people in the office. The jobsharers work at different times, although there may be a time overlap to maintain continuity. They may each work part of the day or week, or alternate weeks depending on their and their employers' circumstances. The pay, holidays and other benefits are usually divided in proportion to the number of hours they each work.

Flexiplace refers to an arrangement whereby employees perform work in places other than the office. The flexiplace workers may also be required to spend certain 'core' times or days in the office to stay in touch with developments in the establishment.

Teleworking refers to a variant of flexiplace where the job is performed using information and communication technologies; these range from personal computers and modems to complex electronic facilities setup for the purpose of networking. For example, employers who need to travel extensively on business trips would send their completed work back to office by electronic means.

Homeworking refers to an arrangement involving employees undertaking work primarily in their homes. It excludes those who are teleworking.

Annual Leave Entitlement refers to the leave entitlement of full-time employees for a year of service.

Outpatient and Hospitalisation Leave refer to the actual sick leave consumed, regardless paid or unpaid. It excludes maternity leave.

Family Care Leave refers to paid leave granted to employees for taking care of their children/spouse/elderly parents/other sick family member(s). It excludes maternity or paternity leave.

Third Child Maternity Leave (TCML) refers to the additional 8 weeks of paid maternity leave funded by the government and granted to those whose third child is a Singaporean citizen at the time of birth. Until 1 Oct 2004, female employees are only entitled to 8 weeks of paid maternity leave per confinement for their first 2 children.

Paternity Leave refers to the paid leave granted to male employees on the occasion of the birth of a child.

An establishment is considered to have provided a benefit so long as it is extended to the majority of the staff in either the rank-and-file or management level. In the computation of employee count, it is assumed that when an establishment has a benefit for the majority of employees in a particular employee category, the benefit is extended to all employees in that category.

1 Workweek Pattern

DISTRIBUTION OF FULL-TIME EMPLOYEES BY TYPE OF WORKWEEK, JUNE 2004

Per Cent

Industry	Total	5-Day	5½-Day with Reg Sat-Off	5½-Day	6-Day with Reg Sat-Off	6-Day	Shiftwork	Others ¹
TOTAL	100.0	34.3	10.3	14.5	1.3	14.4	23.2	2.1
MANUFACTURING	100.0	37.1	4.4	16.2	0.6	5.2	35.3	1.1
Food, Beverages and Tobacco	100.0	24.9	7.4	23.5	3.3	15.9	22.8	2.3
Textile and Wearing Apparel	100.0	25.5	2.6	52.7	...	6.4	12.8	...
Paper Products and Printing	100.0	46.7	6.8	17.6	0.9	0.2	27.9	...
Petroleum and Chemical Products	100.0	45.2	4.4	9.9	0.2	1.4	38.0	0.9
Fabricated Metal Products	100.0	36.3	10.1	22.0	...	5.2	25.4	1.0
Machinery and Equipment	100.0	36.8	6.9	20.5	0.9	3.7	30.5	0.7
Electrical Products	100.0	51.4	19.1	9.1	20.3	...
Electronic Products	100.0	42.4	1.0	56.2	0.3
Medical and Precision Instruments	100.0	52.1	2.1	...	1.2	1.8	42.8	...
Transport Equipment	100.0	23.2	2.9	37.0	1.2	13.9	18.7	3.2
Other Manufacturing Industries	100.0	24.5	8.3	29.4	0.1	21.0	13.4	3.3
CONSTRUCTION	100.0	6.2	5.2	24.6	3.7	57.4	2.0	0.9
SERVICES	100.0	38.9	14.9	11.1	1.2	10.0	21.1	2.9
Wholesale and Retail Trade	100.0	45.6	12.2	12.5	1.8	9.4	16.7	1.8
Wholesale Trade	100.0	56.2	12.8	13.0	1.9	6.2	8.8	1.1
Retail Trade	100.0	17.8	10.8	11.2	1.5	17.6	37.5	3.6
Hotels and Restaurants	100.0	7.0	5.8	5.1	1.1	33.8	45.5	1.6
Hotels	100.0	1.8	9.7	7.9	0.6	10.0	68.4	1.7
Restaurants	100.0	11.0	2.9	3.0	1.6	51.8	28.2	1.5
Transport, Storage and Communications	100.0	31.0	16.6	11.6	1.8	6.1	26.5	6.4
Land Transport	100.0	14.0	7.8	19.7	0.3	17.0	39.9	1.3
Water Transport	100.0	23.6	31.0	14.3	5.8	0.8	4.4	20.2
Air Transport	100.0	88.9	0.7	0.6	7.6	2.2
Supporting and Auxiliary Transport Activities	100.0	13.9	24.9	13.6	2.7	3.6	31.1	10.2
Post and Telecommunications	100.0	54.3	10.5	4.8	1.3	7.9	21.3	...
Financial Services	100.0	62.7	22.5	6.6	0.1	0.6	2.7	4.7
Financial Institutions	100.0	59.4	25.3	7.5	0.2	0.7	3.0	3.9
Insurance	100.0	84.6	4.1	0.4	0.3	10.6
Business and Real Estate Services	100.0	46.2	10.5	11.9	0.8	10.9	18.0	1.7
Real Estate Activities	100.0	11.3	14.7	18.4	1.4	24.8	23.4	6.1
IT and Related Services	100.0	82.6	10.7	4.4	0.3	...	1.9	...
Research and Development	100.0	99.5	0.5	...
Other Business Activities	100.0	49.2	9.2	11.6	0.8	8.4	20.4	0.4
Community, Social and Personal Services	100.0	24.3	21.8	13.2	0.5	11.5	28.4	0.3
Education	100.0	67.6	16.1	9.2	1.7	0.1	5.1	0.1
Health and Social Work	100.0	8.0	34.8	14.8	0.2	2.5	39.8	...
Other community, social and personal services	100.0	20.9	9.6	13.3	0.4	28.1	27.1	0.6

... Nil or Negligible

Source : Conditions of Employment Survey 2004, MOM

¹ "Others" refers to irregular work week, less than 5 days etc.

2 Annual Leave Entitlement

DISTRIBUTION OF FULL-TIME EMPLOYEES BY ANNUAL LEAVE ENTITLEMENT, JUNE 2004

Industry	Total	Per Cent		
		14 Days or less	15 – 21 Days	Over 21 Days
TOTAL	100.0	59.0	33.7	7.2
MANUFACTURING	100.0	61.6	35.8	2.6
Food, Beverages and Tobacco	100.0	71.3	24.3	4.4
Textile and Wearing Apparel	100.0	89.5	8.6	1.9
Paper Products and Printing	100.0	78.4	19.6	2.0
Petroleum and Chemical Products	100.0	49.5	41.6	8.8
Fabricated Metal Products	100.0	76.0	23.3	0.7
Machinery and Equipment	100.0	59.7	38.6	1.7
Electrical Products	100.0	58.2	39.8	2.0
Electronic Products	100.0	50.9	47.9	1.2
Medical and Precision Instruments	100.0	49.6	47.6	2.8
Transport Equipment	100.0	71.6	26.1	2.2
Other Manufacturing Industries	100.0	71.3	26.9	1.8
CONSTRUCTION	100.0	90.8	8.1	1.1
SERVICES	100.0	50.3	38.4	11.3
Wholesale and Retail Trade	100.0	58.2	36.1	5.6
Wholesale Trade	100.0	54.1	39.5	6.4
Retail Trade	100.0	68.9	27.5	3.6
Hotels and Restaurants	100.0	74.2	20.0	5.8
Hotels	100.0	57.7	32.4	9.8
Restaurants	100.0	86.7	10.5	2.8
Transport, Storage and Communications	100.0	41.4	47.4	11.3
Land Transport	100.0	49.6	49.1	1.3
Water Transport	100.0	52.9	38.1	9.0
Air Transport	100.0	4.0	51.5	44.6
Supporting and Auxiliary Transport Activities	100.0	50.7	40.1	9.3
Post and Telecommunications	100.0	31.7	65.3	3.0
Financial Services	100.0	16.5	48.8	34.7
Financial Institutions	100.0	14.8	46.9	38.2
Insurance	100.0	27.6	61.3	11.1
Business and Real Estate Services	100.0	61.0	33.4	5.6
Real Estate Activities	100.0	82.4	15.2	2.4
IT and Related Services	100.0	42.3	51.6	6.0
Research and Development	100.0	9.4	68.4	22.2
Other Business Activities	100.0	59.2	34.8	6.0
Community, Social and Personal Services	100.0	50.6	36.6	12.8
Education	100.0	73.3	18.1	8.6
Health and Social Work	100.0	26.1	52.0	22.0
Other community, social and personal services	100.0	67.8	28.1	4.1

Source : Conditions of Employment Survey 2004, MOM

3 Sickness Absenteeism

PROPORTION OF EMPLOYEES WHO TOOK OUTPATIENT SICK LEAVE AND AVERAGE NUMBER OF DAYS OF OUTPATIENT SICK LEAVE TAKEN, 2003

			Per Cent
Industry	Average No. of Days of Outpatient Sick Leave Taken Per Employee on Sick Leave	Proportion of Employees Who Took Outpatient Sick Leave	Average Days of Outpatient Sick Leave Taken Per Employee
TOTAL	4.2	52.4	2.2
MANUFACTURING	4.1	60.5	2.5
Food, Beverages and Tobacco	4.3	45.4	1.9
Textile and Wearing Apparel	2.9	48.3	1.4
Paper Products and Printing	4.8	70.7	3.4
Petroleum and Chemical Products	4.1	67.3	2.7
Fabricated Metal Products	4.4	55.1	2.4
Machinery and Equipment	3.7	63.0	2.4
Electrical Products	4.1	74.6	3.0
Electronic Products	4.0	62.2	2.5
Medical and Precision Instruments	5.1	75.1	3.8
Transport Equipment	4.0	55.0	2.2
Other Manufacturing Industries	5.1	53.2	2.7
CONSTRUCTION	3.2	32.0	1.0
SERVICES	4.4	52.3	2.3
Wholesale and Retail Trade	4.1	52.6	2.2
Wholesale Trade	4.2	56.4	2.3
Retail Trade	4.0	44.7	1.8
Hotels and Restaurants	3.8	37.7	1.4
Hotels	4.5	54.8	2.5
Restaurants	3.2	29.2	0.9
Transport, Storage and Communications	4.7	47.5	2.2
Land Transport	5.5	57.9	3.2
Water Transport	4.1	44.6	1.8
Air Transport	4.6	47.3	2.2
Supporting and Auxiliary Transport Activities	4.0	45.3	1.8
Post and Telecommunications	5.7	43.9	2.5
Financial Services	5.0	60.4	3.0
Financial Institutions	5.0	61.6	3.1
Insurance	4.9	52.7	2.8
Business and Real Estate Services	3.9	58.0	2.3
Real Estate Activities	3.7	53.5	2.0
IT and Related Services	4.0	68.9	2.7
Research and Development	4.0	65.2	2.6
Other Business Activities	4.0	57.0	2.3
Community, Social and Personal Services	5.0	54.3	2.7
Education	4.8	42.8	2.0
Health and Social Work	5.2	61.7	3.2
Other community, social and personal services	4.9	50.9	2.5

Source : Conditions of Employment Survey 2004, MOM

4 Flexible Working Arrangements

PROPORTION OF EMPLOYEES ON FLEXIBLE WORKING ARRANGEMENTS BY TYPE OF WORK ARRANGEMENTS, JUNE 2004

Per Cent

Industry	Total	Office-Based		Flexiplace	
		Part-time	Flexitime	Tele-working	Homeworking
TOTAL	4.1	3.6	0.3	0.2	...
MANUFACTURING	1.0	0.6	0.3
Food, Beverages and Tobacco	6.0	4.4	1.6
Textile and Wearing Apparel	1.8	1.3	...	0.1	0.3
Paper Products and Printing	0.3	0.3
Petroleum and Chemical Products	0.2	0.2
Fabricated Metal Products	0.5	0.5
Machinery and Equipment	2.4	1.1	1.3
Electrical Products	3.2	3.2
Electronic Products	0.3	0.1	0.2
Medical and Precision Instruments	0.3	0.3
Transport Equipment	0.5	0.4	0.1	...	0.1
Other Manufacturing Industries	1.2	0.1	1.1
CONSTRUCTION	0.6	0.5
SERVICES	6.7	6.0	0.4	0.3	...
Wholesale and Retail Trade	7.5	6.0	0.4	1.1	...
Wholesale Trade	3.6	1.4	0.6	1.6	...
Retail Trade	16.1	16.1
Hotels and Restaurants	30.8	30.7	0.1
Hotels	0.5	0.5
Restaurants	43.7	43.7	0.1
Transport, Storage and Communications	1.7	1.7
Land Transport	0.4	0.4
Water Transport
Air Transport	0.3	0.3
Supporting and Auxiliary Transport Activities	1.0	0.9	0.1
Post and Telecommunications	6.6	6.5	...	0.1	..
Financial Services	1.8	1.3	0.5
Financial Institutions	1.8	1.3	0.4
Insurance	2.0	1.0	1.0	...	0.1
Business and Real Estate Services	3.1	2.1	1.0
Real Estate Activities	3.8	3.8
IT and Related Services	3.5	0.1	3.4
Research and Development	10.6	0.2	10.4
Other Business Activities	2.4	1.9	0.5
Community, Social and Personal Services	5.8	5.5	0.2
Education	3.2	3.1	0.1
Health and Social Work	4.5	4.4
Other community, social and personal services	8.4	8.0	0.4

... Nil or Negligible

Source : Conditions of Employment Survey 2004, MOM

5 Contingent Work

PROPORTION OF WORKERS ON CONTINGENT EMPLOYMENT BY TYPE OF EMPLOYMENT ARRANGEMENTS, JUNE 2004

Per Cent

Industry	Total	Workers Supplied by Labour Suppliers or Employment Agencies	Workers Employed on Free lance or On-Call Basis	Temporary Workers under Short Term Contract
TOTAL	3.6	2.3	0.7	0.6
MANUFACTURING	4.5	4.0	0.1	0.4
Food, Beverages and Tobacco	3.4	2.8	0.1	0.4
Textile and Wearing Apparel	0.1	0.1
Paper Products and Printing	1.5	1.1	0.1	0.3
Petroleum and Chemical Products	4.2	3.8	...	0.4
Fabricated Metal Products	2.9	2.5	0.2	0.1
Machinery and Equipment	2.5	1.7	0.3	0.6
Electrical Products	1.5	1.1	...	0.4
Electronic Products	8.1	7.8	...	0.2
Medical and Precision Instruments	2.8	0.9	0.1	1.8
Transport Equipment	3.0	2.4	0.3	0.3
Other Manufacturing Industries	5.4	4.6	0.1	0.7
CONSTRUCTION	1.3	1.0	0.2	0.1
SERVICES	3.6	1.6	1.1	0.9
Wholesale and Retail Trade	2.0	0.8	0.5	0.6
Wholesale Trade	1.9	1.2	0.4	0.3
Retail Trade	2.1	...	0.8	1.3
Hotels and Restaurants	4.9	0.9	3.7	0.4
Hotels	8.6	1.0	6.7	0.8
Restaurants	3.4	0.8	2.4	0.2
Transport, Storage and Communications	4.1	3.2	0.2	0.8
Land Transport	0.5	0.5	...	0.1
Water Transport	0.3	0.3
Air Transport	0.2	...	0.1	0.1
Supporting and Auxiliary Transport Activities	4.8	4.1	0.3	0.5
Post and Telecommunications	10.0	6.8	0.3	2.9
Financial Services	4.8	2.8	0.3	1.7
Financial Institutions	5.4	3.2	0.3	1.9
Insurance	1.0	0.4	0.1	0.5
Business and Real Estate Services	3.3	1.7	0.7	0.9
Real Estate Activities	3.4	2.3	0.8	0.3
IT and Related Services	9.2	6.0	0.7	2.5
Research and Development	0.6	0.1	...	0.5
Other Business Activities	2.0	0.5	0.8	0.7
Community, Social and Personal Services	4.4	0.4	2.9	1.1
Education	0.8	0.2	0.5	0.1
Health and Social Work	2.1	0.2	0.6	1.4
Other community, social and personal services	8.7	0.7	6.8	1.3

... Nil or Negligible

Source : Conditions of Employment Survey 2004, MOM

6 Shift Work

DISTRIBUTION OF EMPLOYEES ON SHIFT WORK BY TYPE OF SHIFT WORK, JUNE 2004

Per Cent

Industry	Total	8-hr Rotating Shift	8-hr Perm Shift (Morning)	8-hr Perm Shift (Afternoon)	8-hr Perm Shift (Night*)	12-hr Rotating Shift	12-hr Perm Shift (Day)	12-hr Perm Shift (Night*)	Others
TOTAL	100.0	36.8	10.6	5.6	4.9	13.4	9.3	7.0	12.4
MANUFACTURING	100.0	22.3	15.3	7.5	8.3	18.4	15.1	11.9	1.3
Food, Beverages and Tobacco	100.0	48.6	10.0	10.5	9.0	0.3	5.6	3.4	12.5
Textile and Wearing Apparel	100.0	...	4.9	...	1.5	21.8	38.6	29.1	4.0
Paper Products and Printing	100.0	56.5	6.1	4.4	9.7	21.1	0.6	1.6	...
Petroleum and Chemical Products	100.0	38.8	21.2	10.8	11.1	11.1	3.4	2.8	0.9
Fabricated Metal Products	100.0	40.7	15.3	6.1	8.8	18.9	3.4	5.4	1.5
Machinery and Equipment	100.0	39.9	27.9	3.4	9.9	10.1	4.4	3.1	1.3
Electrical Products	100.0	64.2	4.5	0.1	0.2	30.5	0.2	0.2	...
Electronic Products	100.0	3.4	11.1	8.1	7.2	25.1	25.3	19.6	0.2
Medical and Precision Instruments	100.0	10.1	25.4	17.7	14.1	6.5	14.7	9.5	1.9
Transport Equipment	100.0	55.8	26.7	1.4	6.8	4.2	...	0.1	5.0
Other Manufacturing Industries	100.0	54.4	5.6	0.9	5.8	12.4	10.5	9.5	1.1
CONSTRUCTION	100.0	48.0	8.4	0.3	6.2	31.1	5.0	1.0	...
SERVICES	100.0	48.9	6.6	4.1	2.0	8.9	4.3	2.9	22.3
Wholesale and Retail Trade	100.0	61.4	2.8	2.6	0.6	4.2	7.1	3.5	17.7
Wholesale Trade	100.0	63.6	3.5	1.9	1.1	11.8	7.8	3.4	6.9
Retail Trade	100.0	60.3	2.5	2.9	0.4	0.3	6.8	3.5	23.2
Hotels and Restaurants	100.0	62.4	2.6	2.3	0.7	0.8	31.2
Hotels	100.0	93.7	1.4	0.9	1.1	2.9
Restaurants	100.0	36.2	3.6	3.5	0.4	1.5	54.8
Transport, Storage and Communications	100.0	47.0	4.5	1.4	1.7	9.9	1.5	1.0	33.1
Land Transport	100.0	95.5	0.4	0.5	2.9	...	0.1	0.1	0.5
Water Transport	100.0	3.1	17.3	79.6
Air Transport	100.0	59.1	0.9	7.0	...	8.0	25.0
Supporting and Auxiliary Transport Activities	100.0	26.6	7.3	0.6	1.2	13.1	1.8	1.3	48.0
Post and Telecommunications	100.0	47.1	0.4	5.2	2.0	14.4	3.1	1.5	26.4
Financial Services	100.0	85.7	1.6	1.8	6.8	2.6	1.5
Financial Institutions	100.0	85.9	1.6	1.9	6.7	2.3	1.5
Insurance	100.0	83.1	7.7	9.2
Business and Real Estate Services	100.0	20.5	15.5	9.6	4.1	21.7	13.1	10.8	4.7
Real Estate Activities	100.0	30.7	34.7	15.5	6.2	5.1	3.9	1.6	2.3
IT and Related Services	100.0	28.4	0.3	45.5	...	1.0	24.8
Research and Development	100.0	100.0
Other Business Activities	100.0	14.5	4.8	6.4	3.0	30.7	18.7	16.2	5.6
Community, Social and Personal Services	100.0	50.7	9.8	6.8	2.9	7.9	0.3	0.1	21.7
Education	100.0	52.2	2.1	1.3	44.4
Health and Social Work	100.0	52.2	0.1	...	1.8	12.1	...	0.1	33.8
Other community, social and personal services	100.0	48.4	24.6	17.1	4.5	2.6	0.7	0.1	2.1

... Nil or Negligible

Source : Conditions of Employment Survey 2004, MOM

* Employees on night shift include those who are required to work beyond midnight

7 Paid & Unpaid Family Care Leave

PROPORTION OF FIRMS AND EMPLOYEES WHICH PROVIDED PAID AND UNPAID FAMILY CARE LEAVE FOR THE MAJORITY OF EMPLOYEES, JUNE 2004

Industry	Paid Family Care Leave (FCL)						Unpaid FCL		Per Cent
	Total		Specific FCL		Generic FCL		Firms	Employees	
	Firms	Employees	Firms	Employees	Firms	Employees			
TOTAL	7.0	15.2	4.2	9.0	2.7	6.2	22.2	25.5	
MANUFACTURING	5.3	10.1	2.9	5.4	2.4	4.7	22.8	23.9	
Food, Beverages and Tobacco	3.3	12.3	1.3	1.9	2.0	10.4	19.0	13.6	
Textile and Wearing Apparel	27.3	41.4	
Paper Products and Printing	1.9	4.3	1.3	1.9	0.6	2.5	19.9	21.6	
Petroleum and Chemical Products	13.5	29.4	8.5	18.7	5.0	10.6	28.5	31.6	
Fabricated Metal Products	6.0	7.4	4.9	5.3	1.1	2.1	29.2	24.0	
Machinery and Equipment	4.2	5.6	1.2	1.9	3.1	3.8	16.5	19.4	
Electrical Products	4.8	6.6	1.6	1.7	3.2	4.8	23.8	20.7	
Electronic Products	4.6	11.5	2.3	6.2	2.3	5.3	31.5	24.3	
Medical and Precision Instruments	7.9	5.7	2.6	2.9	5.3	2.8	39.5	24.6	
Transport Equipment	4.1	4.6	1.9	2.3	2.2	2.3	13.4	22.8	
Other Manufacturing Industries	1.6	2.9	1.6	2.9	32.0	19.5	
CONSTRUCTION	2.4	2.1	1.3	0.9	1.1	1.2	20.1	21.4	
SERVICES	9.1	20.5	5.7	12.4	3.4	8.1	22.9	27.4	
Wholesale and Retail Trade	4.0	12.2	1.6	2.2	2.4	10.0	20.6	26.1	
Wholesale Trade	4.4	10.1	1.7	1.8	2.7	8.3	20.8	24.6	
Retail Trade	2.2	16.7	1.5	3.1	0.7	13.7	19.6	29.3	
Hotels and Restaurants	5.4	10.9	0.7	2.6	4.7	8.3	25.9	20.6	
Hotels	17.5	28.0	1.8	2.5	15.8	25.5	35.1	35.3	
Restaurants	3.4	3.6	0.6	2.6	2.9	1.0	24.4	14.3	
Transport, Storage and Communications	7.6	19.8	5.2	18.2	2.4	1.6	19.2	35.5	
Land Transport	6.7	34.5	5.8	32.8	1.0	1.8	22.1	6.3	
Water Transport	4.4	15.9	2.2	6.6	2.2	9.3	42.2	42.5	
Air Transport	9.1	2.0	9.1	2.0	18.2	89.1	
Supporting and Auxiliary Transport Activities	7.0	17.2	5.6	16.7	1.4	0.5	14.5	30.7	
Post and Telecommunications	17.0	25.6	6.4	23.8	10.6	1.8	27.7	37.3	
Financial Services	16.1	22.8	7.7	6.3	8.4	16.5	23.9	21.5	
Financial Institutions	12.0	15.4	3.8	2.4	8.1	13.1	24.4	16.8	
Insurance	35.3	71.8	25.5	32.5	9.8	39.2	21.6	52.4	
Business and Real Estate Services	6.2	12.5	3.1	6.8	3.1	5.6	23.6	24.3	
Real Estate Activities	2.2	7.2	1.6	5.2	0.5	2.0	23.5	18.2	
IT and Related Services	6.7	20.1	1.5	2.8	5.2	17.3	20.0	26.6	
Research and Development	100.0	100.0	84.6	92.2	15.4	7.8	7.7	42.3	
Other Business Activities	5.5	9.0	2.3	4.6	3.1	4.3	20.6	25.4	
Community, Social and Personal Services	29.9	51.9	25.4	40.5	4.5	11.4	28.9	32.1	
Education	50.0	35.9	43.2	31.6	6.8	4.3	21.6	20.3	
Health and Social Work	44.9	82.8	38.6	64.4	6.3	18.4	39.4	37.3	
Other community, social and personal services	18.3	24.5	15.1	17.6	3.2	6.9	26.8	32.2	

... Nil or Negligible

Source : Conditions of Employment Survey 2004, MOM

8 Paid Family Care Leave

ANNUAL ENTITLEMENT OF PAID FAMILY CARE LEAVE, JUNE 2004

Median No. of Days

Industry	Generic Family Care Leave	Specific Family Care Leave Per Sick Child / Parent		
	Maximum Entitlement Per Employee	Paid Sick Child Leave (for Mother)	Paid Sick Child Leave (for Father)	Paid Sick Parents Leave
TOTAL	3.0	5.0	5.0	5.0
MANUFACTURING	3.0	5.0	5.0	5.0
Food, Beverages and Tobacco	7.0	-	-	-
Textile and Wearing Apparel	-	-	-	-
Paper Products and Printing	7.0	-	-	-
Petroleum and Chemical Products	3.0	5.0	7.0	5.0
Fabricated Metal Products	5.0	2.0	2.0	-
Machinery and Equipment	10.0	-	-	-
Electrical Products	1.0	-	-	-
Electronic Products	5.0	2.0	2.0	-
Medical and Precision Instruments	2.0	-	-	-
Transport Equipment	3.0	5.0	5.0	5.0
Other Manufacturing Industries	1.0	-	-	-
CONSTRUCTION	1.0	5.0	3.0	7.0
SERVICES	4.0	5.0	5.0	2.0
Wholesale and Retail Trade	2.0	1.0	1.0	1.0
Wholesale Trade	2.0	1.0	1.0	1.0
Retail Trade	3.0	5.0	-	-
Hotels and Restaurants	6.0	-	-	-
Hotels	6.0	-	-	-
Restaurants	8.0	-	-	-
Transport, Storage and Communications	6.5	5.0	5.0	-
Land Transport	6.0	1.0	1.0	-
Water Transport	1.0	-	-	-
Air Transport	10.0	5.0	5.0	-
Supporting and Auxiliary Transport Activities	7.0	5.0	5.0	-
Post and Telecommunications	3.0	5.0	-	-
Financial Services	4.0	5.0	5.0	-
Financial Institutions	3.0	5.0	5.0	-
Insurance	5.0	5.0	5.0	-
Business and Real Estate Services	3.0	5.0	5.0	-
Real Estate Activities	3.0	5.0	-	-
IT and Related Services	5.0	5.0	5.0	-
Research and Development	2.0	5.0	5.0	-
Other Business Activities	3.0	5.0	2.0	-
Community, Social and Personal Services	4.5	5.0	5.0	2.0
Education	10.0	5.0	5.0	2.0
Health and Social Work	3.0	5.0	5.0	5.0
Other community, social and personal services	3.5	5.0	5.0	-

- : Data were not available

Source : Conditions of Employment Survey 2004, MOM

9 Paid Maternity & Paternity Leave

PROPORTION OF FIRMS WHICH PROVIDED PAID PATERNITY LEAVE AND PAID MATERNITY LEAVE FOR THIRD CHILD WHO IS A NON-SINGAPOREAN, JUNE 2004

Industry	Proportion of Firms With Paid Maternity Leave for Non-Singaporean Third Child (%)	Paternity Leave	
		Proportion of Firms (%)	Median Length of Leave (in days)
TOTAL	19.2	40.3	2.0
MANUFACTURING	16.7	45.1	2.0
Food, Beverages and Tobacco	18.3	30.7	1.0
Textile and Wearing Apparel	11.7	5.2	1.0
Paper Products and Printing	13.5	31.4	2.0
Petroleum and Chemical Products	23.1	60.5	1.0
Fabricated Metal Products	17.2	54.3	1.0
Machinery and Equipment	14.6	52.7	2.0
Electrical Products	11.1	61.9	2.0
Electronic Products	16.2	89.2	2.0
Medical and Precision Instruments	34.2	100.0	2.0
Transport Equipment	17.0	21.5	2.0
Other Manufacturing Industries	7.4	41.8	1.0
CONSTRUCTION	17.5	20.3	2.0
SERVICES	21.2	44.4	2.0
Wholesale and Retail Trade	19.3	46.7	2.0
Wholesale Trade	20.8	51.0	2.0
Retail Trade	12.9	27.3	1.0
Hotels and Restaurants	11.9	39.5	2.0
Hotels	15.8	75.4	2.0
Restaurants	11.2	33.6	2.0
Transport, Storage and Communications	20.8	37.6	2.0
Land Transport	18.3	29.8	2.0
Water Transport	17.8	35.6	1.0
Air Transport	9.1	40.9	2.0
Supporting and Auxiliary Transport Activities	19.5	37.6	2.0
Post and Telecommunications	44.7	55.3	2.0
Financial Services	27.0	47.0	2.0
Financial Institutions	26.1	39.7	2.0
Insurance	31.4	80.4	2.0
Business and Real Estate Services	25.0	46.6	2.0
Real Estate Activities	19.1	39.3	1.0
IT and Related Services	25.2	83.0	2.0
Research and Development	38.5	100.0	1.0
Other Business Activities	26.1	41.1	2.0
Community, Social and Personal Services	22.6	42.9	2.0
Education	30.7	52.3	2.0
Health and Social Work	22.8	55.1	2.0
Other community, social and personal services	20.2	35.3	2.0

... Nil or Negligible

Source : Conditions of Employment Survey 2004, MOM

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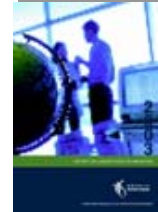
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Title	Date of Release
• Labour Market, Third Quarter 2004	16/12/2004
• Employer Supported Training, 2003	23/09/2004
• Report on Wages in Singapore, 2003	30/06/2004
• 2004 Singapore Yearbook of Manpower Statistics	30/06/2004
• Manpower Statistics In Brief, 2004	11/06/2004
• Labour Turnover Time Series, 1994 to 2003	01/04/2004
• Report on Labour Force in Singapore, 2003	29/01/2004
• Job Vacancies, 2003	24/01/2004
<i>Occasional</i>	
• Conditions of Employment, 2004	17/01/2005
• Wage Restructuring Outcome	28/09/2004
• Employment Trend and Structure	31/05/2004
• New Challenges to the Workplace : Workers' Expectations and Socio-economic Adjustments	13/04/2004
• Staff Leave and Welfare Benefits, 2003	29/12/2003
• After Layoff	11/07/2002
• Labour Turnover, 1999	28/06/2000
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