

**THIS COLLECTIVE AGREEMENT** is made pursuant to the Industrial Relations Act on this 27th day of February 2015 between the **SINGAPORE POLYTECHNIC** (hereinafter referred to as the "Board") of 500 Dover Road, Singapore 139651 of the one part and **THE AMALGAMATED UNION OF PUBLIC EMPLOYEES** (hereinafter referred to as the "Union") of 295 Upper Paya Lebar Road, Singapore 534929 being a trade union registered under the Trade Unions Act of the other part.

**NOW IT IS HEREBY AGREED AND DECLARED** between the parties hereto as follows:

## **(I) GENERAL PROVISIONS**

### **1. TITLE**

This Agreement shall be known as the "**SINGAPORE POLYTECHNIC NON-ACADEMIC STAFF AGREEMENT, 2015**".

### **2. DURATION**

The provisions of the various clauses of this Agreement shall take effect on 13th February 2015 and shall remain in force for three years.

### **3. SCOPE**

This Agreement shall cover all grades of staff listed in Schedules I & IA to this Agreement.

### **4. NEGOTIATIONS FOR A NEW COLLECTIVE AGREEMENT**

Negotiations for a new collective agreement shall commence not later than 3 months before the expiry date.

**5. PAST PRACTICE**

All other existing terms and conditions of service not mentioned in this Agreement shall remain in force provided they are consistent with efficient service and have not been superseded by new policies made by the Polytechnic or Government from time to time. Other than these, any alteration of such past practice shall be done in consultation with the Union. Should any dispute arise regarding changes affecting such past practice, they shall be resolved in the first instance by the parties themselves and if necessary, at a later stage be referred to a referee under the appropriate provisions of this Agreement.

**6. REFEREE**

Any dispute or disputes between the parties hereto as to the terms of this Agreement whilst it is in force and arising out of its operation shall be referred by either party to the President of the Industrial Arbitration Court who shall have the discretion to select a referee appointed in accordance with Section 43 of the Industrial Relations Act to determine the dispute or disputes.

**(II) GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

**7. HOURS OF WORK**

All staff members shall normally be required to work a total of not less than 42 hours and not more than 44 hours per week.

**8. PROBATIONARY PERIOD**

- (1) Newly appointed non-academic staff members of the Polytechnic shall not be placed on probation.
- (2) If a staff member on the permanent establishment is promoted to or emplaced on a post in another scheme of service, his/her

probationary period in the new scheme shall not exceed a period of one year.

- (3) If a staff member on the permanent establishment is promoted to a post within the same scheme of service, there shall be no probationary period.

### **(III) TERMS AND BENEFITS ON TERMINATION OF EMPLOYMENT**

#### **9. RETIREMENT AGE AND RE-EMPLOYMENT**

- (1) The retirement age shall be in accordance with the prevailing law, which presently is 62 years of age.
- (2) The Polytechnic shall follow the prevailing guidelines for re-employment set out by the Public Service Division, including any revision made by the Public Service Division from time to time.

### **(IV) SALARY AND OTHER MONETARY ITEMS**

#### **10. SALARY AND NORMAL INCREMENTS**

The salary scales of the various grades of staff shall be as listed in Schedules I & IA to this Agreement.

#### **11. WAGES FOR OVERTIME, WORK ON REST DAY AND PUBLIC HOLIDAY AND ORDINARY RATE OF PAY**

The provisions governing compensation for overtime, work on a rest day and public holiday and calculation of ordinary rate of pay to compute such wages shall follow the provisions as set out in “The Government Division II & III Employees (Driving Allowance, Night Duty Allowance & Overtime Payment) Agreement, 1999”, including any revisions made thereafter between the Singapore Government and the Union.

## **12. INCREMENT**

- (1) For staff members who choose to remain on the schemes of service reflected in Schedules I & IA, annual increments shall normally be granted unless written notification has been given to the staff member of the Polytechnic's intention to withhold the increment for reasons of performance or unsatisfactory conduct.
- (2) For staff members who are on performance based schemes of service, merit increments will be granted based on performance. Those who receive 'Developing' or 'Unsatisfactory' grade will not be eligible for any increment.

## **13. INCREMENTAL DATE**

All staff members who are eligible for increment shall have their increment paid on 1 April annually.

## **(V) LEAVE ITEMS**

## **14. VACATION AND MEDICAL LEAVE BENEFITS**

The Polytechnic shall provide vacation and medical leave benefits to staff members in accordance to the following leave schemes, the details of which are specified in the respective schedules to this Agreement:

- (a) Pre-1973 Leave Scheme (Schedule II)
- (b) 1973 Leave Scheme (Schedule III)
- (c) 1979 Leave Scheme (Schedule IV)
- (d) 2004 Leave Scheme (Schedule V)

## **15. COMPASSIONATE LEAVE**

A staff member (after 3 months' service) shall be granted three working days of Compassionate Leave within three months of the death of a member of his immediate family. This leave may also be granted when a member of his immediate family is warded in an

Intensive Care Unit. Once Compassionate Leave is used up for the family member in intensive care, it cannot be taken for the same family member who may pass away within the same calendar year. Immediate family members are defined as spouse, children, parents (including step-parents and in-laws), and siblings. Compassionate leave granted for death of a family member will be on a per bereavement basis.

**16. EXAMINATION LEAVE**

A staff member (after three months' service) who pursues courses of relevance to his job and of value to the Polytechnic, may be granted unrecorded leave to prepare for examinations. The duration of such leave is limited to 3 days for each subject and not more than 12 days per calendar year.

**17. TIME-OFF TO ATTEND PRAYERS**

A Muslim staff member may, subject to exigencies of service, be granted time-off between 12.30pm and 2.30pm (inclusive of lunch hour) on Fridays for the purpose of attending public worship in a mosque.

**18. MARRIAGE LEAVE**

A staff member (after three months' service) shall be granted three full working days of paid marriage leave on the occasion of his first marriage, subject to the marriage certificate being produced. Such leave may be taken within one year from the date of solemnisation of his marriage.

**19. PILGRIMAGE LEAVE**

(1) A Muslim staff member is eligible for the grant of pilgrimage leave, if he -

- (a) is a Singapore citizen or a permanent resident of Singapore;
  - (b) has completed ten years of continuous service;
  - (c) has not taken half pay leave other than on medical grounds during the ten years of continuous service;
  - (d) has accumulated vacation leave up to an amount equal to his eligibility of two calendar years; and
  - (e) has registered with the Majlis Ugama Islam Singapura.
- (2) Pilgrimage leave may be granted only once in a staff member's service. Where such staff member applies for leave to make a pilgrimage to Mecca, the Polytechnic may grant extension of leave on full-pay beyond the accumulated vacation leave to enable the pilgrimage to be completed. The combined period of leave shall be limited to the actual time required to complete the pilgrimage and shall not in any case exceed 3½ months.

## **20. LEAVE TO ATTEND TRADE UNION COURSES**

### **(1) *Overseas Courses, Conferences and Seminars***

Full pay unrecorded leave not exceeding three months' duration may be approved by the Polytechnic to allow a staff member (after 3 months' service) to attend a trade union or co-operative course, conference, or seminar overseas, subject to exigencies of service.

### **(2) *Local Courses, Conferences and Seminars***

Full pay unrecorded leave not exceeding one month or time-off may be granted by the Polytechnic to allow a staff member (after 3 months' service) who is nominated by AUPE or NTUC to attend a trade union or co-operative course, conference, or seminar in Singapore, subject to exigencies of service.

## **21. OTHER LEAVE SCHEMES**

The Polytechnic shall provide the following types of leave to staff members, subject to the continuance of such leave schemes by the

Singapore Government and the terms and conditions in force at the time of application:

- (a) Full-pay Unrecorded Leave;
- (b) Half-pay Leave;
- (c) No-Pay Leave;
- (d) Maternity Leave;
- (e) Adoption Leave
- (f) Childcare Leave; and
- (g) Unpaid Infant Care Leave.
- (h) Parent Care Leave
- (i) Paternity Leave
- (j) Shared Parental Leave

## **(VI) MEDICAL AND DENTAL BENEFITS**

### **22. MEDICAL SCHEMES**

The Polytechnic shall provide medical benefits to staff members in accordance with the Government's schemes.

## **(VII) MISCELLANEOUS ITEMS**

### **23. PERSONAL LOANS**

(1) The management may approve personal loans of up to one month's salary to a staff member to help him meet expenses for special occasions. The following shall be eligible for personal loans:

- (a) A member of the permanent staff;
- (b) A staff member on fixed-term contract who has completed one year's service.

- (2) The staff member shall nominate at least one surety who shall be a member of the permanent staff acceptable to the Polytechnic.
- (3) Such loans are to be repaid with interest at the prevailing DBS prime rate calculated on the monthly reducing balance. The maximum period of repayment is 18 months or the remaining repayment period till the age of 60 years is reached, whichever is earlier.

#### **24. STUDY ASSISTANCE**

A staff member may be allowed to attend classes run by the Singapore Polytechnic without payment of fees at the Polytechnic's discretion, or may seek co-funding of compulsory course fees from the Polytechnic subject to the course being deemed by the Polytechnic to be of value to the institution and the staff member successfully completing the course.

#### **25. PROTECTIVE ATTIRE**

The Polytechnic shall provide suitable protective clothing or appliances to staff where applicable in the course of their work.

#### **26. FESTIVAL ADVANCE**

- (1) The salaries of Chinese, Muslim, and Hindu staff members may be paid in advance in the month which Chinese New Year, Hari Raya Puasa and Deepavali falls respectively.
- (2) Where the festival falls between the 1st and the 20th (both dates inclusive) of the month, the full month's salary shall be paid 7 days before the festival.
- (3) Where a festival falls after the 20th of the month, no festival advance shall be payable because salaries for that month would have already been paid on the 15th.
- (4) A staff member whose grade is equivalent to Division III and IV officers in Government service shall be paid an additional half month's festival advance in the month of the festival, over and



above the month's salary, irrespective of the date on which the festival falls. This advance is to be repaid in two monthly instalments. This arrangement is only applicable to those existing staff members who have selected to continue to receive this special half month advance.

The additional half month's festival advance is only applicable to staff celebrating the 3 main festivals - Chinese New Year, Deepavali and Hari Raya Puasa.

## **27. JOINT-IR COMMITTEE**

The Polytechnic and the Union agree to the establishment of a Joint-IR committee, the constitution of which is shown in Schedule VI to this Agreement.

**IN WITNESS WHEREOF** the parties have hereunto set their hands on the day and year first above written.

Signed for and on behalf of:

**THE BOARD OF GOVERNORS,  
SINGAPORE POLYTECHNIC**

**THE AMALGAMATED UNION OF  
PUBLIC EMPLOYEES**

**TAN CHOON SHIAN**  
Principal and  
Chief Executive Officer

**MA WEI CHENG**  
General Secretary

In the presence of:

**MRS YEUNG GEAK HONG**  
Director (Human Resource)

**YEO CHUN FING**  
Deputy General Secretary

**CHAN KOK WAI**  
Chairman, Singapore Polytechnic  
Non-Academic Staff Branch, AUPE

**MS DENICE CHERYL LEE**  
Secretary, Singapore Polytechnic  
Non-Academic Staff Branch, AUPE

**MS SIM KEE LIAN**  
Asst Secretary, Singapore Polytechnic  
Non-Academic Staff Branch, AUPE

**SINGAPORE POLYTECHNIC NON-ACADEMIC STAFF AGREEMENT, 2015**

**STAFF COVERED UNDER THE CCS/MSO SCHEME**

	<b>Grade</b>	<b>Scale</b>
1	Corporate Support Officer Gr I <sup>1</sup>	\$2250 x 100 - 2950
2	Corporate Support Officer Gr II <sup>1</sup>	\$1890 x 90 - 2430
3	Technical Support Scheme Gr 1	\$5890-7117/7118-7728
4	Technical Support Scheme Gr 2	\$4851-6050/6051-6642
5	Technical Support Scheme Gr 3	\$3738-5061/5062-5723
6	Technical Support Scheme Gr 4	\$2988-4874
7	Technical Support Scheme Gr 5	\$2693-4251
8	Technical Support Scheme Gr 6A	\$2741-3346
9	Technical Support Scheme Gr 6	\$1900-3188
10	Technical Support Scheme Gr 7	\$1974-2944
11	Technical Support Scheme Gr 8	\$1239-2690
12	Management Support Scheme Gr 1	\$5890-7117/7118-7728
13	Management Support Scheme Gr 2	\$4851-6050/6051-6642
14	Management Support Scheme Gr 3	\$3738-5061/5062-5723
15	Management Support Scheme Gr 4	\$2856-4719
16	Management Support Scheme Gr 5	\$2548-4106
17	Management Support Scheme Gr 6A	\$2052-3261
18	Management Support Scheme Gr 6	\$1811-2959
19	Management Support Scheme Gr 7	\$1614-2762
20	Management Support Scheme Gr 8	\$1252-2250

<sup>1</sup> Corporate Support Officer Gr I and II are moribund schemes with active staff on them.

**SINGAPORE POLYTECHNIC NON-ACADEMIC STAFF AGREEMENT, 2015**

**STAFF COVERED UNDER CPW SCHEME**

	<b>Grade</b>	<b>Scale</b>
1	Technical Support Scheme Gr1W	\$5602-6545/6546-7012
2	Technical Support Scheme Gr2W	\$3880-5533/5534-6365
3	Technical Support Scheme Gr 3W	\$3439-3917/3918-4673/4674-5679
4	Technical Support Scheme Gr 4W	\$2922-4697
5	Technical Support Scheme Gr 5W	\$2487-2594/2595-3985
6	Technical Support Scheme Gr 6AW	\$2680-3297
7	Technical Support Scheme Gr 6W	\$1848-2153/2154-2583/2584-2971
8	Technical Support Scheme Gr 7W	\$1942-2786
9	Technical Support Scheme Gr 8W	\$1123-1407/1408-1848/1849-2569

SINGAPORE POLYTECHNIC NON-ACADEMIC STAFF AGREEMENT, 2015

PRE-1973 LEAVE SCHEME

1 ANNUAL LEAVE

1.1 Staff members shall be entitled for annual leave on the following basis:

	<i>Group II</i>	<i>Group III</i>
Less than 10 years	28	24
10 years or more	33	28

1.2 When a staff member is appointed from one group to a higher group as shown in Table I to Schedule IV, any period of service with the Polytechnic in excess of 10 years will be deemed to be service in the higher group for the purpose of determining the appropriate annual rate of vacation leave.

1.3 When a staff member takes less than 14 days leave, public holidays and Sundays will not be counted but if the leave were to exceed any one continuous period of 14 days, then gazetted public holidays and Sundays will be counted as leave.

1.4 Leave of up to one year's eligibility may be accumulated and carried forward to the following year. No leave may be allowed to be deferred beyond the end of the following year.

## 2 MEDICAL LEAVE

- 2.1 A staff member may be granted medical leave on full pay according to the period prescribed in a medical certificate up to an aggregate of 90 days (inclusive of maternity leave, where applicable) in any calendar year, or a continuous period of 90 days (inclusive of maternity leave, where applicable) in any one time, provided that in the case of a female officer not eligible for paid leave for maternity purpose, she will not be granted medical leave on full pay if she is certified unfit for duty within the four weeks immediately preceding or the four weeks immediately succeeding a confinement unless it can be shown to the satisfaction of the Polytechnic that her unfitness is not directly attributable to or the result of the confinement.
- 2.2 Where a staff member has expended all the medical leave and all the annual leave for which he is eligible and is further certified as unfit, the Polytechnic shall convene a Medical Board. The Polytechnic shall make its decision on the report of the Medical Board.
- 2.3 The Polytechnic shall call a Medical Board where a staff member has been granted medical leave (excluding that for maternity leave) amounting to 60 days in each of the three preceding years.
- 2.4 The Medical Board shall comprise such members and have such terms of reference as may be determined in each case. The staff member concerned shall have the right to nominate a registered medical practitioner to the Medical Board.

### 3 EXTENSION OF MEDICAL LEAVE

Where the staff member is granted medical leave on full pay during a calendar year, or at any one time, and such leave has or will exceed the maximum of 90 days, the staff member may, if he is still medically certified to be unfit for duty, be granted an extension of medical leave on full pay up to the limits set out in the Table below less the period which he may previously have been granted under this paragraph depending on the length of service he has completed in the employment of the Polytechnic the date immediately before the extension is to commence.

<i>Extended Medical Leave under the Pre-1973 Leave Scheme</i>	
<i>Where the Length of service is</i>	<i>The extension may be up to a maximum of</i>
Less than 1 year	Nil
1 year and above	1 month
5 years and above	2 months
10 years and above	3 months
15 years and above	4 months
20 years and above	5 months
25 years and above	6 months
31 years and above	7 months

### 4 FURTHER EXTENDED MEDICAL LEAVE

An officer who has used up all his extended medical leave and vacation leave, and is recommended further medical leave by a Government Medical Board, may be granted further extended medical leave on full pay. Such leave shall be limited to one-twenty fourth of each month of completed service.

### 5 MATERNITY LEAVE

Maternity Leave shall be provided to staff in accordance with provisions by the Government.

**SINGAPORE POLYTECHNIC NON-ACADEMIC STAFF AGREEMENT, 2015**

**1973 LEAVE SCHEME**

**1. VACATION LEAVE**

The 1973 Vacation Leave shall be as follows:

<i>Period of Service</i>	<i>Vacation Leave Entitlement</i>
Less than 10 years	14 working days
10 years and above	21 working days

1.1 Leave of up to one year's eligibility may be accumulated and carried forward to the following year. No leave may be allowed to be deferred beyond the end of the following year.

1.2 *Make-up Vacation Leave*

1.2.1 Make-up vacation leave up to the difference between a staff member's present leave eligibility and the limits provided under the pre-1973 leave scheme shall be allowed.

1.2.2 Where the vacation leave eligibility of a staff member for a year is to be calculated on a pro-rata basis, his eligibility for "make-up vacation leave" shall be similarly pro-rated.

1.2.3 A staff member shall be allowed to take no-pay leave instead of "make-up vacation leave" for the difference in leave as stated in 1.2.1 if he so chooses.

1.2.4 "Make-up vacation leave" cannot be accumulated and will lapse if not taken by the end of the calendar year.



**2 LEAVE COMPENSATION ALLOWANCE AND  
COST OF MAKE-UP VACATION LEAVE**

- 2.1 The leave compensation allowance shall be in accordance with Table I to this Schedule.
- 2.2 The leave allowance which will be monetary compensation for the reduced vacation and medical leave will be separate and distinct from the staff member's salaries and salary scales.
- 2.3 The leave allowance shall be a fixed amount related to their status and substantive salaries as on 31st December, 1972 or upon appointment whichever is later except that where a staff member has been promoted after 31st December, 1972, from a post in one group to another post in a higher group, his leave allowance on his promotion shall be recomputed on the basis of his new salary and status. Where the salary or salary scale of the post in a group has been revised after 31st December, 1972, the leave allowance shall be determined as if the salary or salary scale had not been revised and the salary of the post as at 31st December, 1972 shall be used in computing the revised leave allowance.

Staff members who utilise "Make-up Vacation Leave" shall pay for such leave in accordance with the rates shown in Table 1 (A) to this Schedule.

**3 MEDICAL LEAVE**

- 3.1 If a staff member is hospitalised for less than 30 days in any calendar year, his eligibility for full-pay medical leave in that calendar year will not be more than 30 days plus the number of days on which he was hospitalised.

3.2 *Extended Medical Leave*

Extended medical leave on full pay to the limits set out below shall be granted to a staff member who has expended all the medical leave:-

Service of less than 1 year	Nil
Service of 1 year and above	10 days
Service of 5 years and above	20 days
Service of 10 years and above	1½ months
Service of 15 years and above	2 months
Service of 20 years and above	3 months
Service of 25 years and above	4 months
Service of 31 years and above	5 months

4 **FURTHER EXTENDED MEDICAL LEAVE**

An officer who has used up all his extended medical leave and vacation leave, and is recommended further medical leave by a Government Medical Board, may be granted further extended medical leave on full pay. Such leave shall be limited to one-twenty fourth of each month of completed service.

5 **MATERNITY LEAVE**

Maternity Leave shall be provided to staff in accordance with provisions by the Government.

## SINGAPORE POLYTECHNIC NON-ACADEMIC STAFF AGREEMENT, 2015

## SCHEME OF LEAVE ALLOWANCE UNDER 1973 LEAVE SCHEME

	Allowance Per Month in \$	
	Group II	Group III
Salary Range (of salary scales as at 1 Nov 77)	Secretary Special Grade Secretary Grade I Technician Grade IA Technician Grade I Clerical Officer Grade I Technical Officer/Graphic Designer I - IV Nursing Officer Nurse Library Technician Grade I	Other Non-Academic Staff
0 - 320		20
321 - 514	35	30
515 - 734	50	40
735 - 984	65	55
985 - 1184	75	65
1185 - 1364	95	
1365 - 1899	120	

SINGAPORE POLYTECHNIC NON-ACADEMIC STAFF AGREEMENT, 2015

SCHEDULE OF LEAVE ALLOWANCE AND  
COST OF MAKE-UP VACATION LEAVE

Group II		Group III	
Leave Allowance	Daily Rate of Make-Up Vacation Leave	Leave Allowance	Daily Rate of Make-Up Vacation Leave
35	15	20	12
50	25	30	15
65	30	40	20
75	35	55	30
95	45	65	35
120	60		

**SINGAPORE POLYTECHNIC NON-ACADEMIC STAFF AGREEMENT, 2015**

**1979 LEAVE SCHEME**

**1 VACATION LEAVE**

- 1.1 A staff member appointed on or after 1.7.79 shall be entitled for vacation leave at the rates shown below:

	<i>Rates of Vacation Leave</i>	
	<i>Division I &amp; II</i>	<i>Division III &amp; IV</i>
Less than 10 years' service	21 working days per calendar year	14 working days per calendar year
On completion of 10 years' service	28 working days per calendar year	21 working days per calendar year

- 1.2 For the purpose of determining a staff member's leave eligibility under the new leave scheme, his period of service will be computed as from the date of his first appointment to the permanent establishment. Temporary service shall be included in this computation, if there is no break in service.
- 1.3 Leave of up to one year's eligibility may be accumulated and carried forward to the following year. No leave may be allowed to be deferred beyond the end of the following year.

**2 MEDICAL LEAVE**

- 2.1 A staff member shall be granted medical leave on full pay according to the period prescribed in a medical certificate up to an aggregate of 30 days in each calendar year, or 60 days if hospitalisation in a Government hospital is necessary, provided that:

- a. a female staff member who is certified unfit for duty within the 4 weeks immediately preceding and the 4 weeks immediately succeeding a confinement will not be granted medical leave on full pay if she is not eligible for maternity leave, unless it can be shown to the satisfaction of the Principal that her unfitness is not directly attributable to or the result of confinement;
- b. if a married female staff member who has utilised her maternity leave eligibility will only be eligible for medical leave on full pay up to an aggregate of 30 days in that calendar year, irrespective of whether or not there is hospitalisation;
- c. if a staff member is hospitalised in a Government hospital for less than 30 days in any calendar year, his eligibility for full pay medical leave in that calendar year will not exceed the aggregate 30 days plus the number of days for which he is hospitalised in a Government hospital; and
- d. if a staff member is certified by a Government Medical Officer (including a Government Specialist) to be ill enough to need to be hospitalised but is not hospitalised in a Government hospital due to circumstances beyond his control, the staff member will be deemed to be hospitalised for the purpose of this paragraph.

### **3 EXTENDED MEDICAL LEAVE**

Where a staff member has utilised all the medical leave and is still medically certified unfit for duty, he may be given extension of medical leave on full pay according to his eligibility under this paragraph as at the date of application. The limit of such extension of medical leave is as set out below less the period of extension granted to him previously:

<i>Length of Service</i>	<i>Maximum Extension Allowed</i>
Less than 1 year	Nil
1 year and above	10 days
5 years and above	20 days
10 years and above	1½ months
15 years and above	2 months
20 years and above	3 months
25 years and above	4 months
31 years and above	5 months

**FURTHER EXTENDED MEDICAL LEAVE**

- 4 An officer who has used up all his extended medical leave and vacation leave, and is recommended further medical leave by a Government Medical Board, may be granted further extended medical leave on full pay. Such leave shall be limited to one-twenty fourth of each month of completed service.

5 **MATERNITY LEAVE**

Maternity Leave shall be provided to staff in accordance with provisions by the Government.

**SINGAPORE POLYTECHNIC NON-ACADEMIC STAFF AGREEMENT, 2015**

**2004 LEAVE SCHEME**

- 1 This Scheme applies to all non-teaching staff appointed on or after 1 December 2004.

**VACATION LEAVE**

- 2 An officer under this Scheme qualifies for vacation leave at these rates:

	<i>Rate of Vacation Leave</i>	
	<i>Division I &amp; II</i>	<i>Division III &amp; IV</i>
Less than 10 years' service	18 working days per calendar year	14 working days per calendar year
After 10 years' service	21 working days per calendar year	18 working days per calendar year

- 3 (a) For the purpose of determining an officer's rate of leave eligibility under this Scheme, the following shall apply:
- i. The period of service will be computed as from the date of first appointment.
  - ii. Temporary month-to-month service may be recognised for computation of leave eligibility if there is no break in service between the officer's contracts.
  - iii. No pay leave taken for whatever reason will not be counted as service qualifying for current or higher vacation leave rate.
- (b) Subject to the provisions of paragraph 3(a), if a Division III officer is appointed or promoted to a Division II post, any period of service he has with the Polytechnic in excess of 10 years will count as service in Division II for calculating how much vacation leave he is entitled to.



- (c) An officer will not be eligible for any vacation leave if he serves the Singapore Polytechnic for less than 3 months. He may be granted vacation leave during the first 3 months of his appointment, but will have to refund the leave pay of any leave taken if he leaves the service before completing 3 months' service.
- (d) Leave of up to one year's eligibility may be accumulated and carried forward to the following year. No leave may be allowed to be deferred beyond the end of the following year.

#### **MEDICAL LEAVE**

4 An officer may be given full-pay medical leave for the period shown in a medical certificate up to a total of:

- (a) 14 days in a calendar year; or
- (b) 60 days if he has to be warded in a hospital.

But:

- i. If a female officer is not eligible for maternity leave, she cannot be granted full-pay medical leave within the 8 weeks, immediately after confinement, unless it is satisfied that her illness is not related to the confinement.
- ii. If a married female officer has consumed her maternity leave in a calendar year, she will be eligible for full-pay medical leave of up to 14 days if no hospitalization, or 30 days with hospitalisation.
- iii. If an officer is warded in a hospital for fewer than 46 days in a calendar year, his full-pay medical leave for that calendar year cannot be more than a total of 14 days plus the days he was warded in the hospital.
- iv. If an officer is certified by a Medical Officer (including a Government Specialist) to be ill enough to be warded in hospital, but he is not warded in a hospital through no fault of his, he will be treated as if he is warded in a hospital for this paragraph.

- 5 Only working days covered by a medical certificate will be recorded as medical leave.

**EXTENDED MEDICAL LEAVE**

- 6 If an officer is still certified unfit for duty after he has used up all the medical leave under para 5, he may have his medical leave extended on full pay as set out below, minus any extension given to him previously.

<i>Limits of Extension of Full-Pay Medical Leave</i>	
<i>Length of Service</i>	<i>Maximum Extension Allowed (Days)</i>
Less than 1 year	0
1 year and above	10
5 years and above	20
10 years and above	45
15 years and above	60
20 years and above	90
25 years and above	120
31 years and above	150

**FURTHER EXTENDED MEDICAL LEAVE**

- 7 An officer who has used up all his extended medical leave and vacation leave, and is recommended further medical leave by a Government Medical Board, may be granted further extended medical leave on full pay. Such leave shall be limited to one-twenty fourth of each month of completed service.

**8 MATERNITY LEAVE**

Maternity Leave shall be provided to staff in accordance with provisions by the Government.

**LEAVE ON RESIGNATION**

- 9
- (a) An officer, who has given the required notice of resignation under his terms and conditions of service, may be allowed to take all or part of his vacation leave, subject to exigencies of service. However, such leave will cease from the day he takes up his new employment and payment of leave salary will stop from that day.
  - (b) In cases of termination of service by the Polytechnic, payment of salary may be made for earned annual leave not taken but only when earned leave cannot be exhausted during the period of notice.
  - (c) Payment shall be made for unused leave only when the Polytechnic accepts that the leave cannot be cleared during the period of notice.
  - (d) An officer will have all his annual leave due to him forfeited if,
    - i. he gives less than the required notice of resignation
    - ii. he pays in lieu of notice an amount which is equal to the total wages for the period of short notice
    - iii. his normal period of notice is waived
  - (e) No outstanding annual leave shall be paid for officers who are dismissed.
  - (f) When an officer resigns, he is required to pay the Polytechnic any unearned leave, including allowances received by him, for any leave which he has not earned.

**SINGAPORE POLYTECHNIC NON-ACADEMIC STAFF AGREEMENT, 2015**

**SINGAPORE POLYTECHNIC JOINT-  
INDUSTRIAL RELATIONS COMMITTEE CONSTITUTION**

1 The Singapore Polytechnic Joint-Industrial Relations Committee (hereinafter referred to as the "Joint-IR Committee") shall comprise two sides, an employer side and a staff side.

2 **SCOPE**

The sphere of operations of the Joint-IR Committee shall be confined to the non-academic staff members of the Polytechnic.

3 **OBJECTS**

The objects of the Joint-IR Committee shall be to serve as a co-operative platform to bring together the experience and different points of view of the employer and the staff members in matters affecting them, with a view to increasing efficiency in the service of the Polytechnic combined with the well-being of the staff members.

4 **COMPOSITION**

- (1) The employer side shall represent the Polytechnic as an employer, and shall consist of the Principal and Chief Executive Officer or Deputy Principal, and the Director (Human Resource).
- (2) The staff side shall represent non-academic staff members of the Polytechnic (hereinafter referred to as "the staff") and shall consist of the Branch Chairman, Branch Secretary, a Committee Member and the Industrial Relations Executive of the Amalgamated Union of Public Employees, Polytechnic Non-Academic Staff Branch.
- (3) The Chairman of the Joint-IR Committee shall be the Principal and Chief Executive Officer. Should he be absent, the chair shall be taken by his Deputy and, in the latter's absence, by the Vice-Chairman.

- (4) The Vice-Chairman shall be elected by members of the staff side.
- (5) There shall be two joint secretaries, one appointed by each side of the Joint-IR Committee known as the employer side and the staff side Secretary respectively.
- (6) Each side shall make its own appointments without interference from the other side.
- (7) It shall be opened to the appointing bodies to vary the appointed members of the respective sides, the other sides being informed accordingly.
- (8) The members of the staff side shall be persons employed by the Polytechnic, with the exception of the Industrial Relations Executive.
- (9) Employee members shall hold office for a period of four years with effect from the date of appointment. If any member leaves the employment of the Polytechnic or resigns his position as a member of the Union, a successor shall be appointed by the Union to hold office for the remainder of the term.

## **5 FUNCTIONS**

- (1) The functions of the Joint-IR Committee shall be:
  - (a) to tap the ideas and experience of the staff members so that they may share in and take responsibility for the determination and observance of the conditions under which they work;
  - (b) to discuss and determine:
    - (i) individual grievances;
    - (ii) group grievances;
    - (iii) accident and safety precautions;
    - (iv) suggestions for improvement in organisation of work;
    - (v) staff welfare; and
    - (vi) any other matter relevant to the objects of the committee.

**6 MEETINGS**

- (1) Meetings shall be held during working hours and shall be called as and when necessary.
- (2) The agenda for meetings shall be submitted by the Secretaries to each member of the Committee at least two clear days before a meeting is to be held.

**7 QUORUM**

The attendance of two members each from the employer side and staff side shall be necessary to form a quorum.

**8 MINUTES**

- (1) Only one set of minutes shall be accepted after it has been agreed by the two secretaries.
- (2) Minutes of all meetings shall be sent to the Polytechnic and to the General Secretary of the Union.

**9 SUB-COMMITTEES**

The Joint-IR Committee shall have powers to appoint sub-committees as and when necessary.

**10 DECISION**

- (1) Agreement of the Joint-IR Committee may be accepted and acted upon by the Chairman provided the action called for is within his own powers or is in accordance with prior approval obtained by him from the Polytechnic.
- (2) Agreements on any other matters shall be forwarded to the appropriate authority in the form of a request for consideration.

11 **PUBLICATIONS OF PROCEEDINGS**

Matters discussed by the Joint-IR Committee shall not form the subject of communications to the press. Only statements issued under the authority of the Joint-IR Committee shall be published and such statements shall be signed by the Chairman and the Vice-Chairman.

12 **AMENDMENTS**

Amendments of this Constitution shall require the concurrence of the Singapore Polytechnic and the AUPE.