

APPENDIX E

TRIPARTITE GUIDELINES ON THE PAYMENT OF SHIFT ALLOWANCE TO EMPLOYEES ON OUTPATIENT SICK LEAVE

1. The Tripartite Review Committee on the Employment Act has recommended among other things, that other than those on outpatient sick leave, employees who are on approved paid leave should be granted shift allowance. In the case of employees on outpatient sick leave, shift allowances is payable only under extenuating circumstances.
2. To address the issue of what constitutes "extenuating circumstances", the Ministry of Labour, in consultation with the Singapore National Employers' Federation (SNEF) and the National Trades Union Congress (NTUC), has formulated the following guidelines for the consideration of management and unions in their negotiations. Companies and their unions may consider any one or more of the following circumstances under which employees on sick leave could be paid shift allowance:
 - (a) employees who have contracted an **infectious disease** as listed at Annex. Companies, in consultation with their unions/employees, are however free to include any other illness which it makes it unsuitable for their employees to effectively perform their job for the purpose of implementing these guidelines;
 - (b) employees who do not take more than the **national or company average** number of days of sick leave in a year. That is, companies could consider using the average number of days of sick leave in a year taken by employees (be it at the national or company level) as a benchmark in determining whether an employee on sick leave should or should not be paid shift allowance. For example, an employee who does not take more than the average number of days of sick leave in the company may be given shift allowance for the days of the sick leave; or

- (c) employees who are granted a continuous period of more than two days of sick leave by an approved registered medical practitioner; or
 - (d) other factors/situations which companies and their unions consider appropriate for the purpose of granting shift allowance.
3. Based on the guidelines given above, management and unions should work out the extenuating circumstances under which shift allowance could be paid to employees on outpatient sick leave.

Shift Allowance Paid on Monthly Basis

4. For shift allowance which has all along been given on a monthly basis, and no deduction has been made for absence due to outpatient sick leave, such payment should continue to be paid unless the employer and the trade union have negotiated and agreed to make variations to the existing arrangement.

SELECTED INFECTIOUS DISEASES

- (a) Chickenpox
- (b) Cholera
- (c) Dengue
- (d) Dengue Haemorrhagic Fever
- (e) Diphtheria
- (f) Encephalitis
- (g) Viral Hepatitis
- (h) Leprosy
- (i) Malaria
- (j) Plague
- (k) Poliomyelitis
- (l) Typhoid
- (m) Paratyphoid
- (n) Tuberculosis
- (o) Yellow Fever
- (p) Measles
- (q) Rubella
- (r) Mumps