

	Standard Operating Procedures GHCD	DOC NO: 4.8.13	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
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1.0	Abbreviation		
	1.1	GHCD	Group Human Capital Division
	1.2	PPF	Personal Particulars Form
2.0	Paternity Leave		
2.1	A confirmed married male staff shall be granted two (2) working days paid leave for each occasion of his legal child/children's birth.		
3.0	Paternity Leave - Procedure		
3.1	The leave application must be submitted through the E-Leave System with the supporting document for HOD's approval.		
3.2	Staff would also need to update the change in the Personal Particulars Form and submit it along with the newborn's Birth Certificate to GHCD within a month, for record purposes.		
4.0	Appendix		
	No.	Title Form	Appendix
	4.1	Personal Particulars Form	Appendix 1