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## Overseas leave for migrant domestic workers (MDWs)

Your **MDW** may wish to take time off to visit her family. You can get a levy waiver for the time she is away and defer her 6-monthly medical examination, if needed.

### Preparing for overseas leave

Before your helper goes for her overseas leave, you need to:

- Ensure she has a valid passport.
- Check with her embassy on her home country/region's immigration requirements.
- Make sure she brings along her Work Permit card and passport so that she can re-enter Singapore.
- Keep a copy of her travel ticket or departure itinerary.

If your helper is away for an extended period of time, you can choose to **cancel her Work Permit**. If you do so, you will need to apply for a new Work Permit to employ her again.

### Applying for levy waiver

You will continue to be charged levy while your helper is on overseas leave. You can **apply for a levy waiver** when she returns to Singapore.

To qualify for levy waiver, the overseas leave must be **at least 7 consecutive days** and the waiver period is capped at a maximum of **60 calendar days** per calendar year.

### Postponing the 6-monthly medical examination

If required, you can also request to **defer your helper's 6-monthly medical examination (6ME)** while she is on overseas leave.

### If the MDW does not return

If your helper does not return to Singapore from overseas leave, you must:

- **Cancel her Work Permit** to stop the levy.
- Keep a copy of her travel ticket or departure itinerary as proof.

After we have verified that your helper has left and did not re-enter Singapore, we will proceed to discharge the security bond. If she re-enters Singapore before the security bond is discharged, you must send her home **immediately**. Otherwise, your security bond may be forfeited.

You can also **apply for a levy waiver** for the whole period of absence, provided you do so within 1 year of the levy bill. To avoid paying levy which cannot be waived, you can consider cancelling your helper's Work Permit promptly if she has not returned after 1 year.



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