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## Overseas leave for migrant worker

Your migrant workers may want to take time off to visit their home country/region or go on holiday. You can get a levy waiver for the time they are away. You also need to take certain steps if they don't return.

### Preparing for overseas leave

Before your workers go for their overseas leave, you need to:

- Ensure they have a valid passport.
- Check with their embassies on their home countries/regions' immigration requirements.
- Make sure they bring along their Work Permit card and passport so that they can re-enter Singapore.
- Keep a copy of their travel ticket or departure itinerary.
- Check if you need to seek **tax clearance** should their leave exceed 3 months.

### Applying for levy waiver

You will continue to be charged levy while your worker is on overseas leave.

You can **apply for a levy waiver** when the worker 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.

### If the worker doesn't return

If the worker does not return to Singapore from overseas leave, you must:

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

After we have verified that the worker has left and did not re-enter Singapore, we will proceed to discharge the security bond. If the worker re-enters Singapore before the security bond is discharged, you must send them 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 worker's Work Permit promptly if he or she has not returned after 1 year.



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