Conditions of Employment 2022



Manpower Research and Statistics Department
Singapore

May 2023

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CONDITIONS OF EMPLOYMENT 2022

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CONTENTS

Page

1 Introduction 6

2 Flexible Work Arrangements (FWAs) 7

3 Non-Statutory Leave (NSL) 13

4 Employee Support Schemes (ESS) 15

5 Work-Week Pattern 17

6 Annual Leave Entitlement 18

7 Sickness Absenteeism 19

Annex A: Survey Coverage and Methodology 21

Annex B: Statistical Tables 25

HIGHLIGHTS

Flexible Work Arrangements

The COVID-19 pandemic has shifted employers' mindsets on the provision of flexible work arrangements (FWAs). The proportion of firms which offered scheduled FWAs remained significantly higher at 71.4% compared to pre-COVID period of 52.7% in 2019, even though it declined from 90.5% in 2021 with the lifting of safe management measures.

The provision of FWAs is expected to remain above pre-COVID rates. Among firms which provided FWAs, only a minority (16.2%) indicated they were not likely to continue to provide FWAs in the next 12 months.

Types of Non-Statutory Leave

Nearly all (97.8%) firms provided at least one type of non-statutory leave (NSL) to their employees. Provision of NSL has also increased across all leave types. Paid compassionate leave (89.3%), unpaid leave of 1 month or less (80.9%) and marriage leave (72.6%) were most popular. The proportion of firms offering paid family care inclusive of parental care or sick leave (31.6%) and paid child sick leave with medical certificate (MC) (44.4%) were relatively lower but had risen to all-time highs.

Employee Support Schemes

44.5% of firms provided at least one type of employee support scheme(s) (ESS) in 2022. Mental health support was the most common. Large firms with more than 500 employees (77.6%) were more likely to provide such schemes compared to smaller firms with 25 to 199 employees (41.8%).

1 Introduction

1.1 The Conditions of Employment report analyses employment conditions and workplace practices. Data in this report are from the Conditions of Employment Survey 2022 conducted by the Manpower Research and Statistics Department in 4Q 2022.

1.2 The survey covered establishments from both the private sector (each with at least 25 employees) and the public sector. A total of 3,500 establishments employing 1,065,200 employees responded. Details of the survey coverage and methodology are in Annex A.

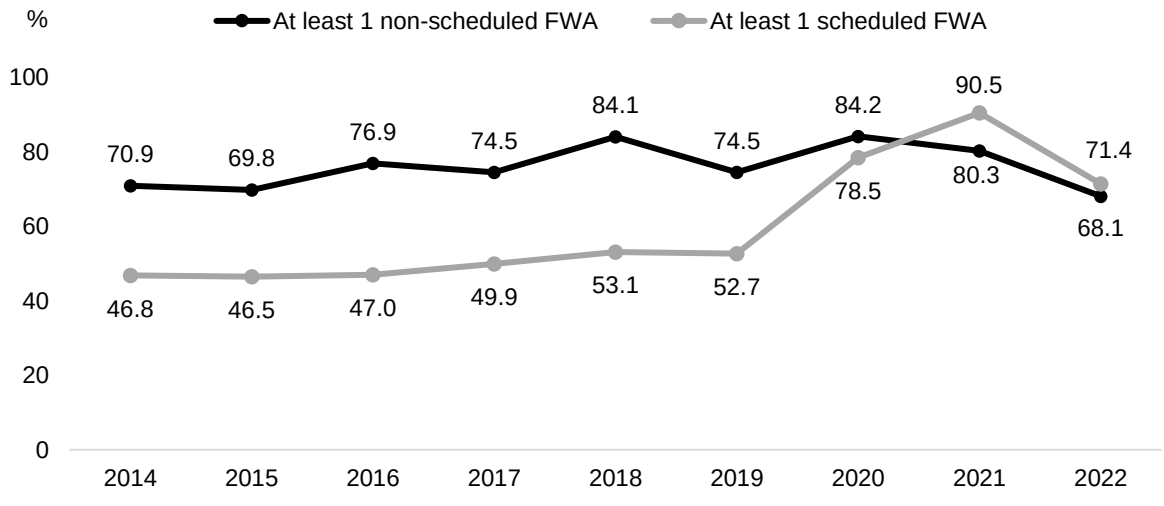
2 Work-life Harmony Programmes

Flexible Work Arrangements

2.1 With the lifting of the safe management measures in 2022, more workers were allowed to return to offices. Expectedly, the proportion of firms which offered at least one scheduled FWA[1] declined from 90.5% in 2021 to 71.4% in 2022. However, the proportion remained significantly higher than the pre-pandemic level in 2019 (52.7%) [Chart 1]. This suggests that more firms are shifting to a permanent system of hybrid work arrangements.

2.2 With more firms offering scheduled FWAs, the proportion of firms offering non-scheduled FWAs has declined for the second consecutive year, and by a faster pace from 80.3% to 68.1%. The proportion of firms offering scheduled FWAs remained higher than firms offering non-scheduled FWAs, a reversal from pre-pandemic periods [Chart 1]. In sum, 83.2%[2] of firms (which employed 89.3%[3] of the total number of employees in the workforce) offered either scheduled or non-scheduled FWAs, or a combination of both.

Chart 1: Proportion of Establishments Offering Flexible Working Arrangements (%)



Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

Notes:
(1) For the years in which the Conditions of Employment Survey (i.e., 2015, 2017, 2019 and 2021) are not conducted, data on flexible work arrangements are obtained from a MOM Supplementary Survey.
(2) Scheduled FWA include part-time work, flexi-hours, staggered hours, scheduled tele-working, homeworking, job sharing, and compressed work-week.
(3) Non-scheduled FWA include unplanned time-off, and non-scheduled tele-working.
(4) In 2022, establishments providing at least 1 scheduled FWA is 74.8% including employees' choice of days off, shift swapping and time banking. These three types of FWA were collected for the first time in 2022.

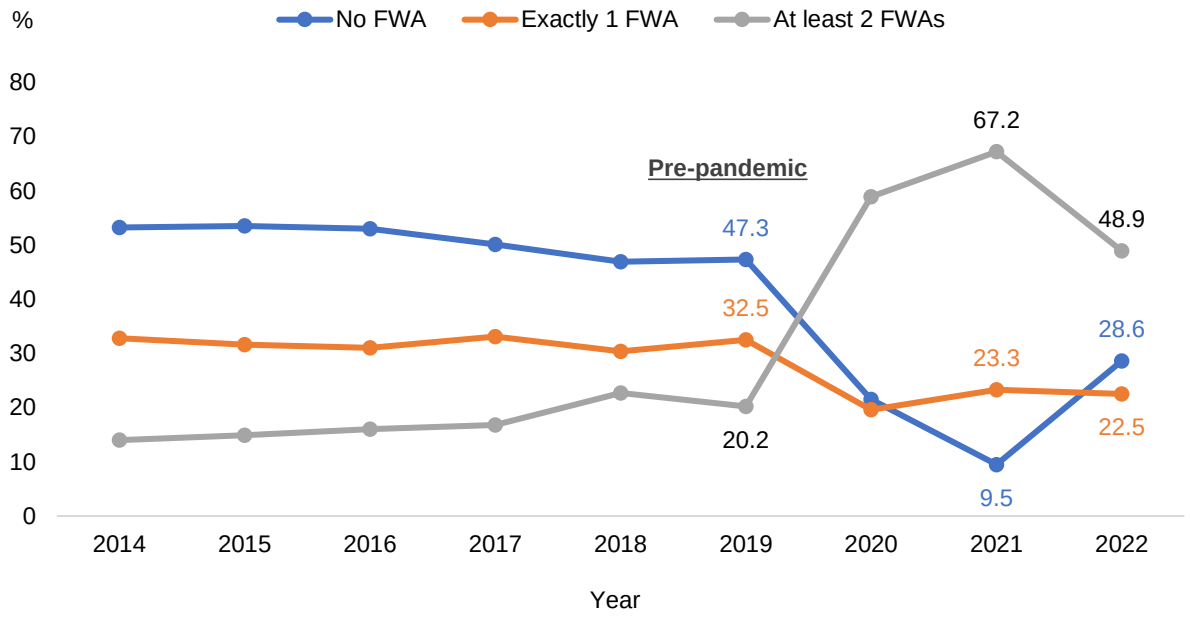
[1] Prior to 2022, all types of 'scheduled FWAs' were termed 'formal FWAs' and 'non-scheduled' FWAs were termed 'ad-hoc FWAs'.

[2] This proportion is 84.5% including employees' choice of days off, shift swapping and time banking. These were collected for the first time in 2022.

[3] This proportion is 90.0% including employees' choice of days off, shift swapping and time banking.

2.3 The proportion of firms which offered 2 or more scheduled FWAs (48.9%) was higher than that of firms which offered 1 FWA (22.5%) [Chart 2]. This was a reversal from pre-pandemic when a higher percentage of firms offered 1 FWA.

Chart 2: Proportion of Establishments Offering Flexible Work Arrangements by Number of Scheduled FWAs (%)

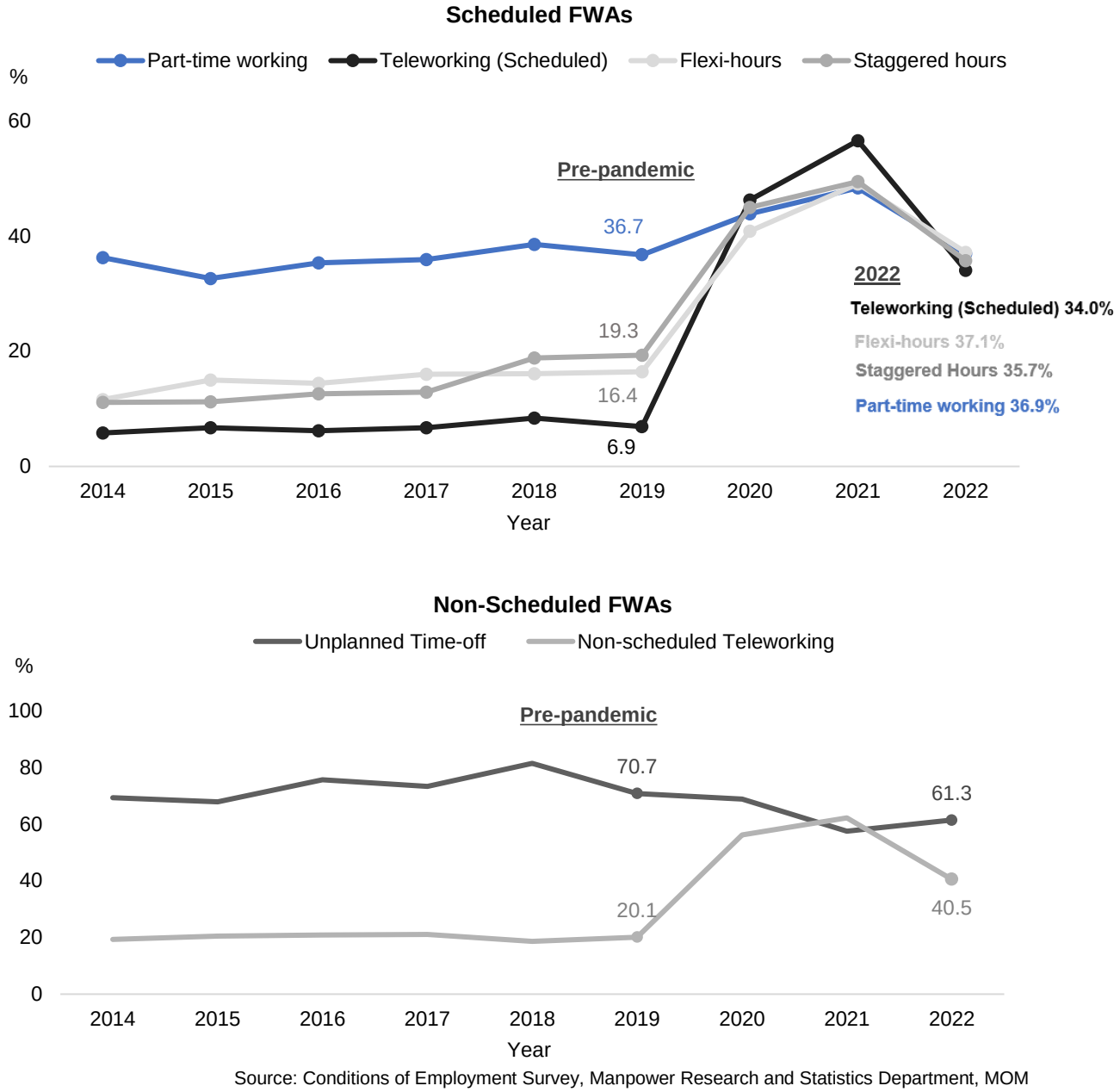


Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

Notes:
(1) For years in which the Conditions of Employment Survey (i.e., 2015, 2017, 2019 and 2021) was not conducted, data on flexible work arrangements are obtained from a MOM Supplementary Survey.
(2) Figures refer to establishments that offered the respective number of scheduled FWA as a proportion of all establishments.
(3) In 2022, establishments providing no FWAs, exactly one FWA and at least 2 FWAs are 25.2%, 19.5% and 55.3% respectively including employees' choice of days off, shift swapping and time banking.

2.4 As more employees returned to physical offices, the proportion of firms which provided scheduled tele-working declined from 56.5% in 2021 to 34.0% in 2022. The proportion of firms which offered flexi-hours, staggered hours and part-time working also fell to the 36% to 37% range. These were comparable to pre-pandemic levels in 2019. The proportion of firms offering unplanned time-off also increased in 2022 to 61.3% from 57.4% in 2021 [Chart 3].

Chart 3: Proportion of Establishments Offering Flexible Work Arrangements by Types of FWAs (%)

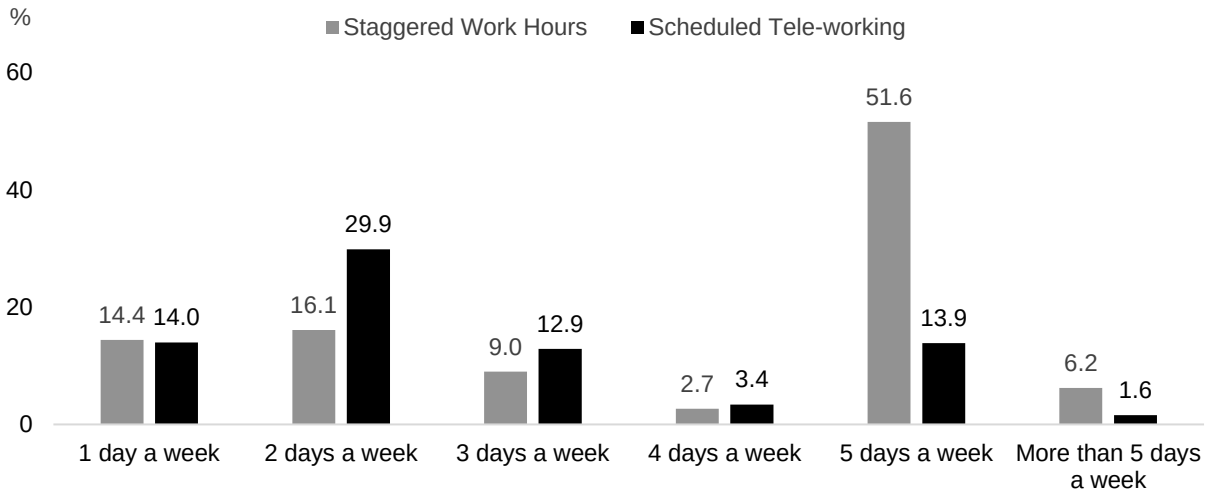


Source: Conditions of Employment Survey, Manpower Research and Statistics Department, MOM

Notes:
(1) For the years in which the Conditions of Employment Survey (i.e., 2015, 2017, 2019 and 2021) was not conducted, data on flexible work arrangements are obtained from a MOM Supplementary Survey.
(2) Figures refer to establishments that offered the respective types of FWA as a proportion of all establishments.
(3) Prior to 2022, the terms 'teleworking (scheduled)' was termed 'teleworking (formal)', 'flexi-hours' was termed 'flexi-time' and 'non-scheduled teleworking' was termed 'ad-hoc teleworking'.
(4) From 2022, 'flexi-hours/staggered hours' are presented as 2 separate categories.

2.5 In 2022, more than half of the firms (51.6%) allowed their employees to stagger work hours for 5 days a week, either due to traffic concerns or caretaking responsibilities. Scheduled tele-working twice a week was the most common frequency (29.9%) [Chart 4].

Chart 4: Proportion of Establishments That Provided Staggered Work Hours/Scheduled Tele-working Arrangements by the Frequency Their Employees Were Allowed to (%), 2022

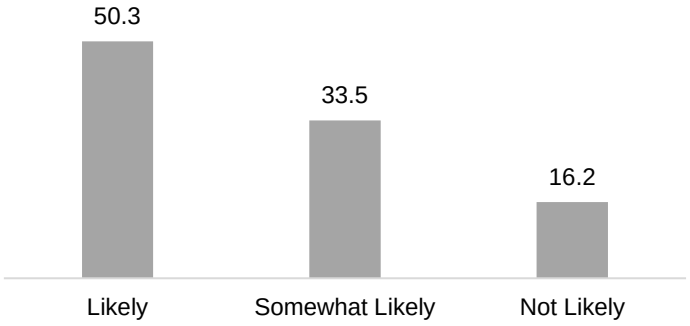


Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

Notes:
(1) Data may not add up to 100% due to rounding.
(2) 24.3% of the establishments provided scheduled tele-working with no fixed frequency.

2.6 The provision of FWAs is likely to continue to remain high, above pre-COVID levels. Among firms which provided FWAs, only a minority (16.2%) indicated they were unlikely to continue to provide FWAs in the next 12 months [Chart 5].

Chart 5: Proportion of Establishments Which Will Continue to Provide Flexible Work Arrangements in the Next 12 Months (%), 2022



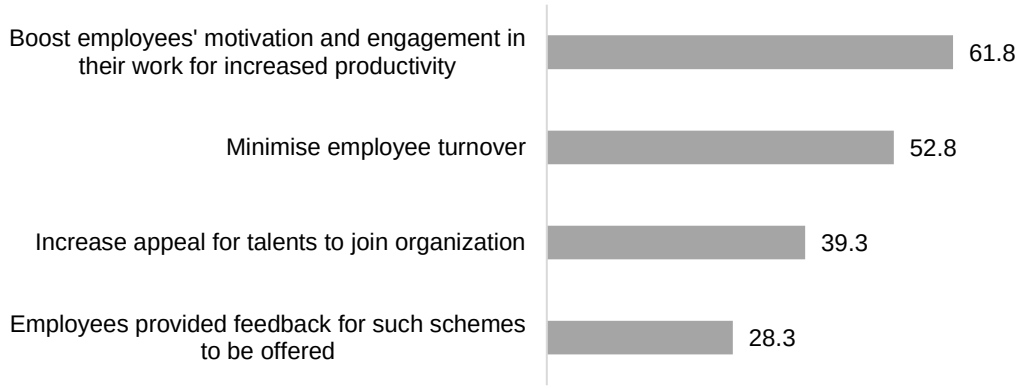
Source: Conditions of Employment Survey, Manpower Research and Statistics Department, MOM

Note: These proportions exclude employees' choice of days off, shift swapping and time banking. Including them, they are 49.8%, 33.4% and 16.8% respectively.

Effects of FWAs

2.7 Among those which offered scheduled FWAs, 61.8% felt that it would boost employees' motivation and engagement, thereby raising productivity. More than half (52.8%) felt that it would reduce staff turnover rates [Chart 6].

Chart 6: Proportion of Establishments by Reasons for Offering Scheduled FWAs to Their Employees (%), 2022



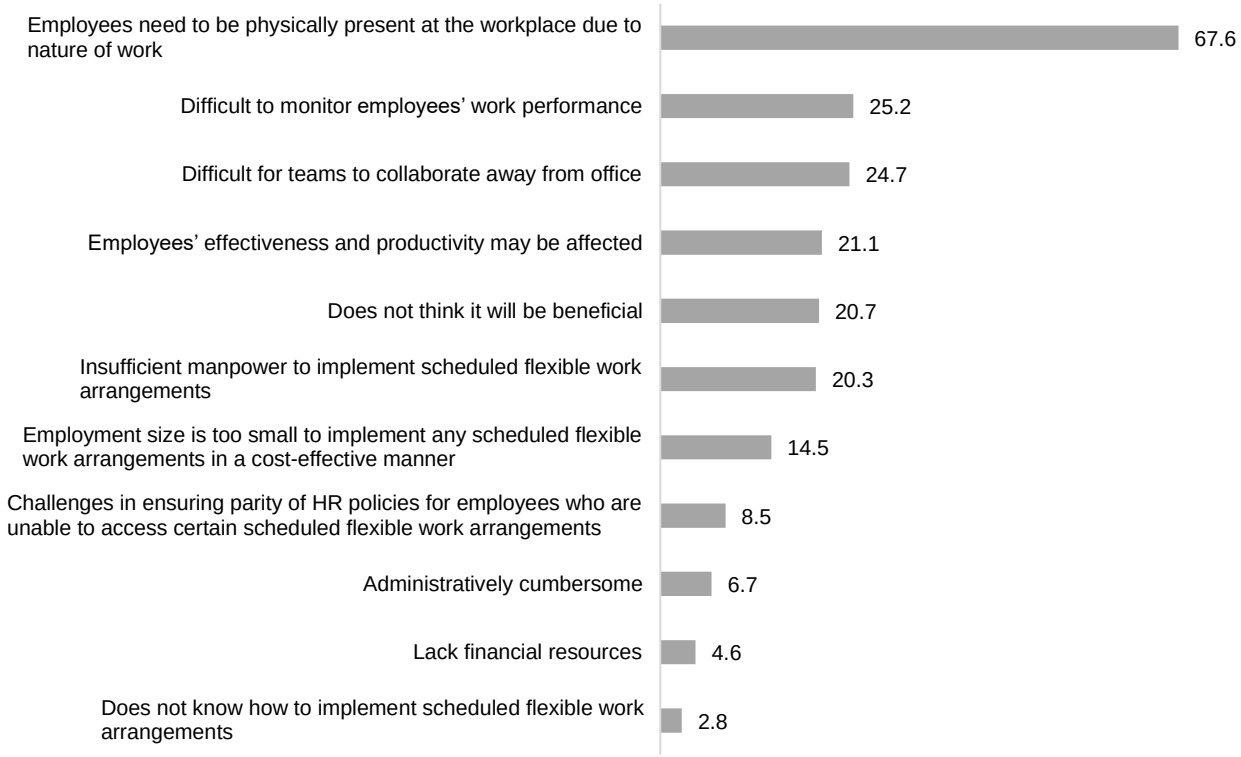
Source: Conditions of Employment Survey, Manpower Research and Statistics Department, MOM

Notes:
(1) Each establishment may indicate more than one reason. The option 'others' is not presented here.
(2) These proportions exclude those which offered employees' choice of days off, shift swapping and time banking. Including them, they are 61.0%, 52.2%, 38.3% and 27.9% respectively.

2.8 Among the 25.2% of firms which did not offer any scheduled FWAs, most (67.6%) required physical presence of staff at the workplace due to the nature of work. This included employees in *Manufacturing* and *Construction*. Others cited difficulty of collaboration (24.7%) and monitoring of employees' work performance (25.2%) as reasons for not implementing FWAs within the firm [Chart 7]. This was more applicable to employees in sectors such as *Professional Services*[4] and *Manufacturing*[5].

[4] 35.6% experienced difficulties in collaborating.
[5] 31.3% experienced difficulties in monitoring employees' work performance.

Chart 7: Proportion of Establishments by Reasons for Not Offering Any Scheduled Flexible Work Arrangements to Employees (%), 2022



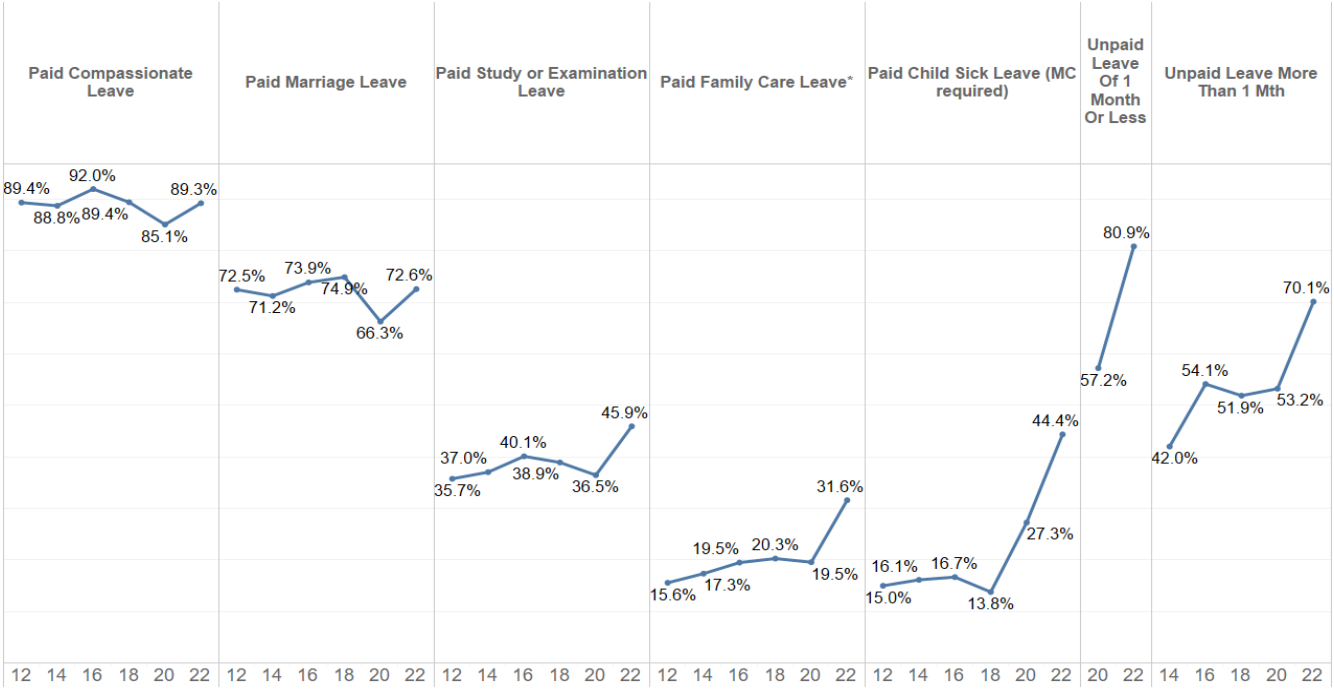
Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

Notes:
(1) Scheduled FWA include part-time work, flexi-hours, staggered hours, scheduled tele-working, homeworking, job sharing, and compressed work-week, employees' choice of days off, shift swapping and time banking.
(2) Each establishment may indicate more than one reason. The option 'others' is not presented here.

3 Non-Statutory Leave (NSL)

3.1 Non-statutory leave benefits are additional provisions by the employer to cater to the welfare of employees. They serve as good indicators of how much an employer values and wants to retain and attract talent. The proportion of firms which provided non-statutory leave increased across all types (2022: 97.8%[6]; 2020: 94.6%). Paid parental care/sick leave (2022: 26.0%; 2020: 13.4%), paid family care leave[7] (2022: 31.6%; 2020: 19.5%) and paid childcare sick leave (with MC) (2022: 44.4%; 2020: 27.3%) reached an all-time high as both employers and employees alike recognised the need for time-off for family responsibilities as in-office attendance increased and FWA provision declined [Chart 8]. In 2022, paid sick leave without MC for the purpose of self-isolation for COVID-19 was collected. 84.8% of firms provided such leave for their employees, in line with MOM's and Ministry of Health's COVID-19 advisory. Paid compassionate leave (89.3%), unpaid leave of 1 month or less (80.9%) and paid marriage leave (72.6%) remained the most common types of non-statutory leave offered by firms, similar to 2020.

Chart 8: Proportion of Establishments that Provided Non-Statutory Leave by Type



Source: Conditions of Employment Survey, Manpower Research and Statistics Department, MOM

Notes:
(1) Unpaid leave of more than 1 month was collected from 2014, while unpaid leave of 1 month or less was collected from 2020.
(2) Paid Family Care Leave was collected from 2018 onwards. Prior to that, it was termed 'Paid Parental Care/Sick Leave', which is not reported here. *Paid Family Care Leave is inclusive of Paid Parental Care/Sick Leave in 2018, 2020 and 2022.

[6] This proportion is 98.7% including paid sick leave without MC for Covid-19 self-isolation.
[7] Inclusive of paid parental care/sick leave.

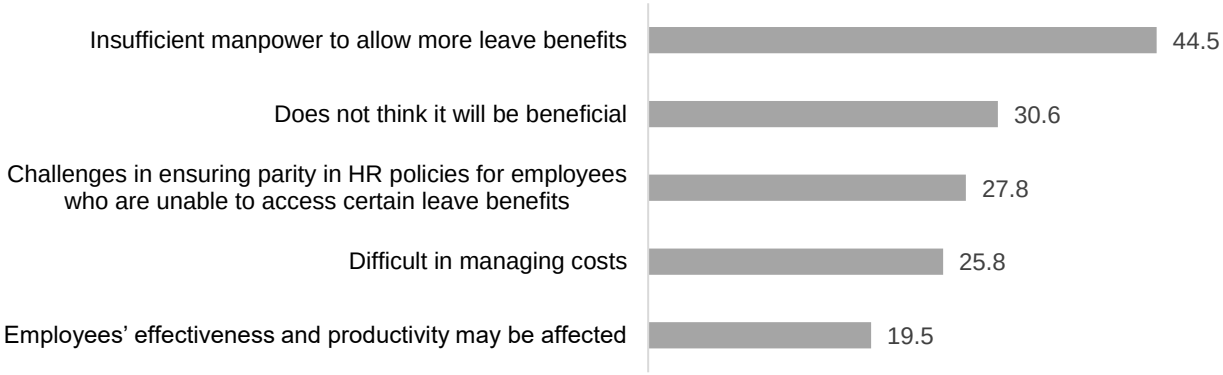
3.2 The top industries with the high provision rate of at least 1 NSL included *Insurance Services* (100.0%) and *Financial Services* (98.7%) as the *Financial & Insurance Services* sector (98.9%)[8] placed strong emphasis on provision of staff benefits.

3.3 The provision of this leave benefit was positively related to firm size[9]. Large firms with more than 500 employees were more likely to provide NSL (99.7%) compared to smaller firms (25 to 199 employees: 97.6%)[10]. This was most likely due to better financial position of larger firms.

Effects of NSL

3.4 Among firms which did not provide paid family care and/or parental care/sick leave to employees, 44.5% indicated that they could not allow their staff to go on such leave because they were already operating on a very lean team. In addition, as this NSL would only be utilised by eligible staff, a notable proportion also felt it will not beneficial (30.6%) and had concerns about employee parity (27.8%). There were also cost considerations (25.8%) [Chart 9].

Chart 9: Proportion of Establishments by Reasons for Not Providing Paid Family Care And/or Parental Care/Sick Leave to Employees (%), 2022



Source: Conditions of Employment Survey, Manpower Research and Statistics Department, MOM

Note: Each establishment may indicate more than one reason. The option 'others' is not presented here.

[8] These proportions are the same including paid sick leave without MC for Covid-19 self-isolation.

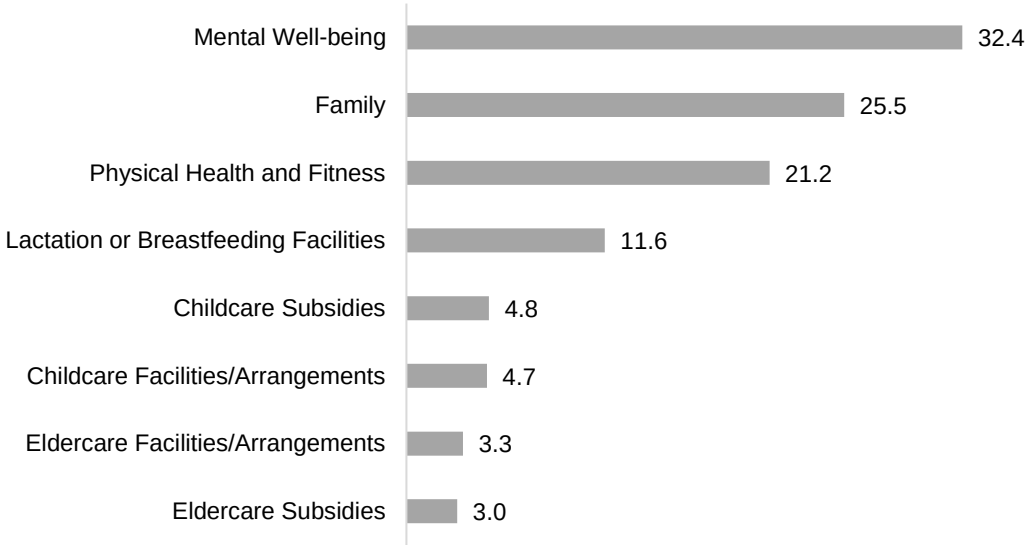
[9] Refers to private establishments, each with at least 25 employees.

[10] Data pertain to establishments providing at least 1 NSL. The proportions are 100.0% and 98.5% respectively including paid sick leave without MC for Covid-19 self-isolation.

4 Employee Support Schemes (ESS)

4.1 ESS help employees manage the non-work aspects of their lives. They include health and wellness programmes or facilities for lactation. These benefits aim to bring greater motivation and engagement in their work. 44.5% of firms provided at least one type of ESS in 2022[11]. Mental health support ranked top (32.4%) as many firms provided employees a venue for mentoring support such as a Buddy System, common in Public Service, and stress management training for employees to better handle work expectations. However, many firms lacked childcare (4.7%) and eldercare facilities (3.3%), likely due to more affordable and convenient options nearer to employees' place of stay [Chart 10].

Chart 10: Proportion of Establishments Offering Employee Support Scheme by Types of Schemes (%), 2022



Source: Conditions of Employment Survey, Manpower Research and Statistics Department, MOM

Note: Figures refer to establishments that offered the respective types of employee support scheme as a proportion of all establishments.

4.2 Similar to NSL, the provision of ESS was positively related to firm size[12]. Large firms with more than 500 employees were most likely to provide ESS (77.6%) compared to smaller firms (25 to 199 employees: 41.8%)[13]. This was most likely due to the better financial position of larger firms.

[11] Comparable data for earlier years are not available.
[12] Refers to private establishments, each with at least 25 employees.
[13] Data pertain to establishments providing at least 1 ESS.

Effects of ESS

4.3 The majority of firms (65.9%) felt that they were likely to continue offering ESS for the year ahead [Chart 11]. Firms felt that ESS helped[14] boost employees' motivation and productivity (77.6%), reduce turnover (54.3%) and increased appeal for talent attraction (43.2%) [Chart 12].

Chart 11: Proportion of Establishments by Likelihood to Continue Implementing Employee Support Schemes in the Next 12 Months (%), 2022

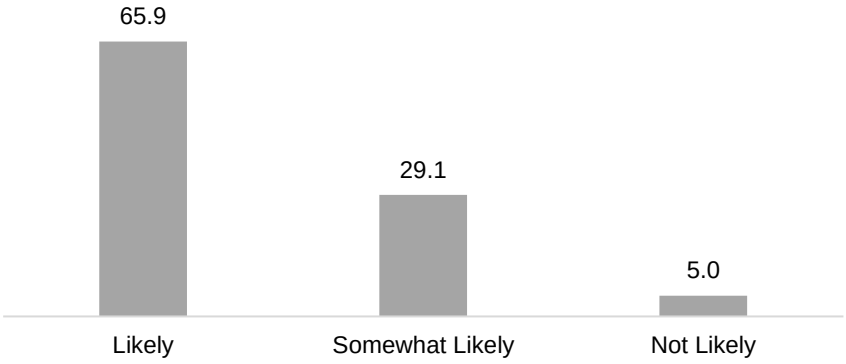
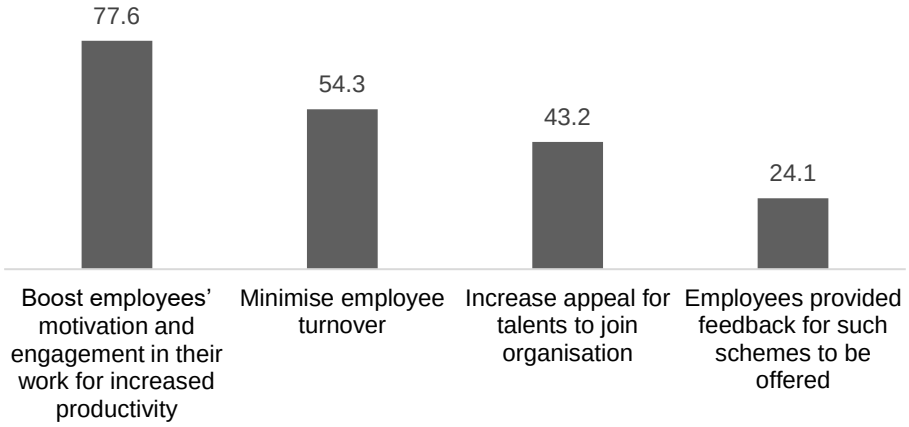


Chart 12: Proportion of Establishments by Reasons for Offering Employee Support Schemes to Employees (%), 2022



Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

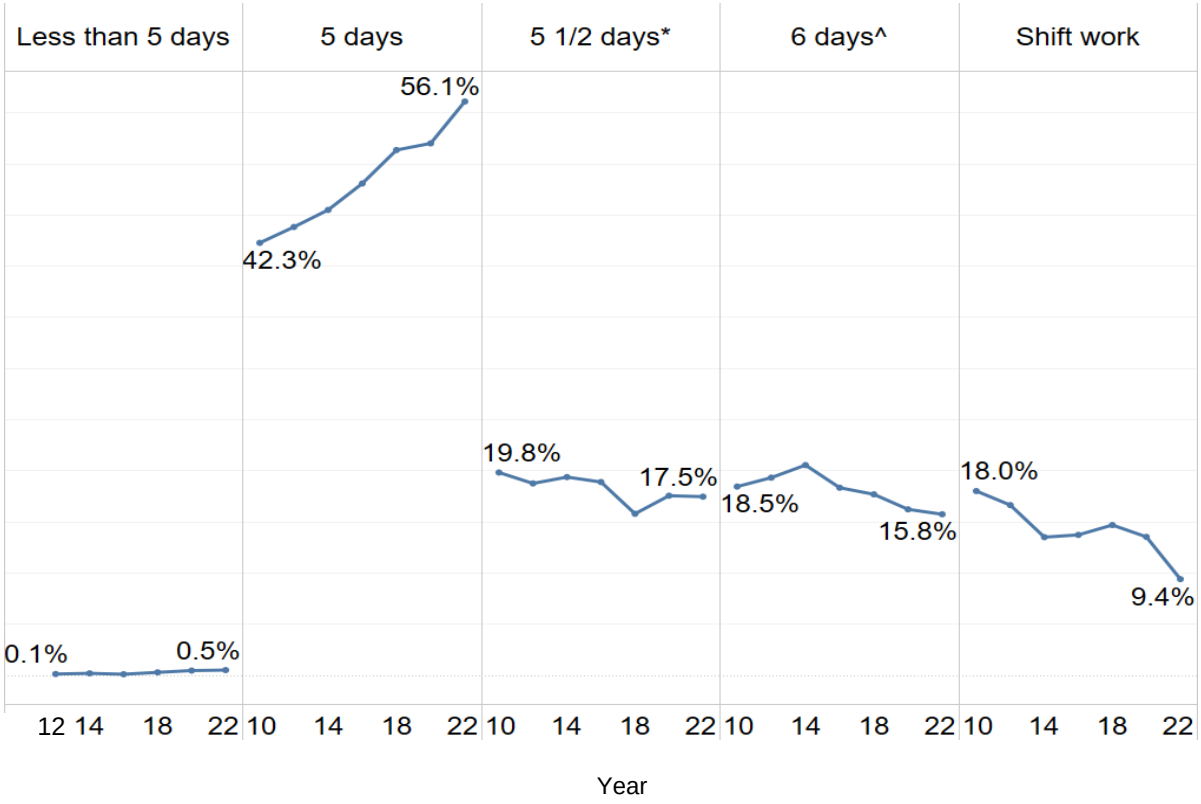
Note: Each establishment may indicate more than one reason. The option 'others' is not presented here.

[14] Establishment may choose more than one option.

5 Work-Week Pattern

5.1 More than half of full-time employees (56.1%) worked on a 5-day work-week [Chart 13]. This proportion has been on an uptrend, as the proportion of employees on 5 ½ -day work-week and those on 6-day work-week declined.

Chart 13: Proportion of Full-Time Employees by Work-Week Pattern



Source: Conditions of Employment Survey, Manpower Research and Statistics Department, MOM

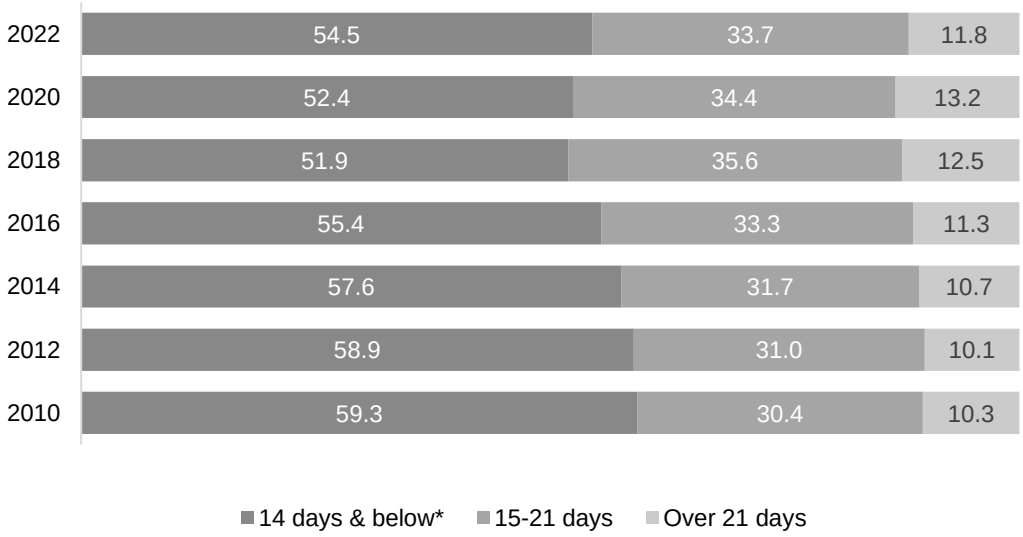
Notes:
(1) * Includes those with periodic Sat off – e.g., off on a Sat on alternate week/ once in three weeks/ once a month.
(2) ^ Refers to those with any one day off in the week.
(3) Data do not add up to 100% as employees on irregular work-week patterns are not shown.
(4) Less than 5 days was collected from 2012 onwards.

5.2 The *Construction* industry continued to have a lower percentage of full-time employees (20.5%) on a 5-day work-week, while *Information & Communications* (94.7%) and *Financial & Insurance Services* (94.6%) had almost all of their full-time employees on a regular 5-day work-week. Those in the *Administrative & Support Services* (particularly *Security & Investigation* (25.1%)) and *Accommodation & Food Services* (24.1%) had higher proportion of full-time employees on shift work. This was likely due to the nature of the jobs which required employees to fulfil night duties and perform rotating shifts to serve customers during operating hours.

6 Annual Leave Entitlement

6.1 The proportion of full-time employees with annual leave entitlement of 15 days or more have declined in 2022. The decline was observed for those with 15 to 21 days (from 34.4% to 33.7%) and those with over 21 days (from 13.2% to 11.8%) [Chart 14]. These employees with 15 days or more of annual leave entitlement were primarily from the *Financial & Insurance Services* sector (95.1%), where mandatory leave-taking for those in risk-taking, risk management and risk control roles were required.

Chart 14: Distribution of Full-Time Employees by Annual Leave Entitlement (%)



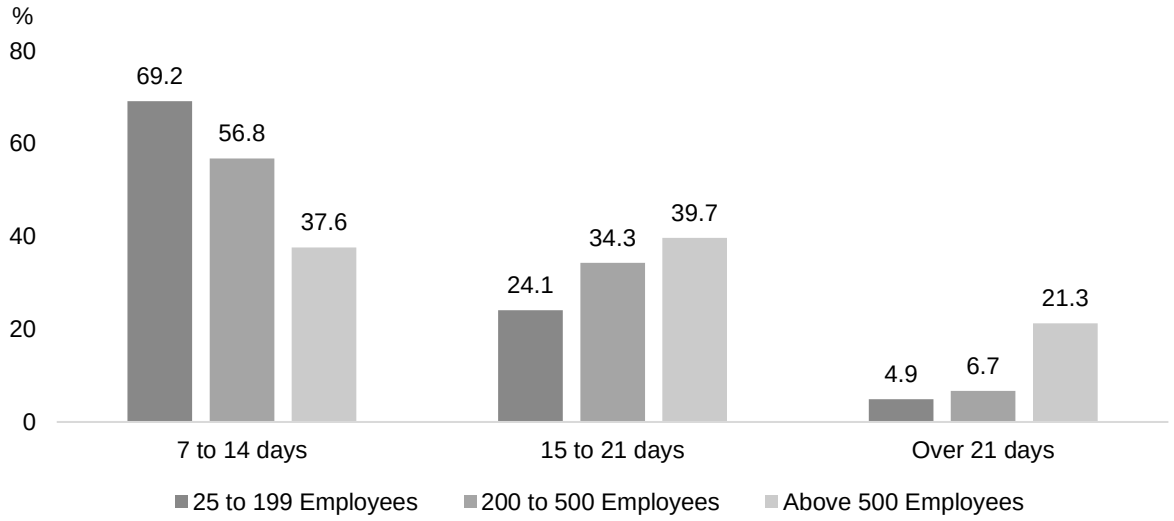
Source: Conditions of Employment Survey, Manpower Research and Statistics Department, MOM

Notes:
(1) Employees who have leave entitlement of "14 Days and below" include those who were not entitled to a fixed number of paid annual leave days.
(2) Data may not add up to 100% due to rounding.

6.2 With bigger financial and manpower resources, larger firms were better able to offer more generous leave benefits. More than half of firms with more than 500 employees (61.1%) offered leave entitlement of 15 days or more, compared to just 29.0% for smaller firms with 25 to 199 employees[15]. These firms mostly accorded 7 to 14 days of annual leave to their full-time employees.

[15] Refers to private establishments, each with at least 25 employees.

Chart 15: Proportion of Full-Time Employees by Annual Leave Entitlement and Firm Size (%), 2022



Source: Conditions of Employment Survey, Manpower Research and Statistics Department, MOM

Note: Data may not add up to 100% as employees under the annual leave scheme of less than 7 days (including no leave entitlement) are not shown.

7 Sickness Absenteeism

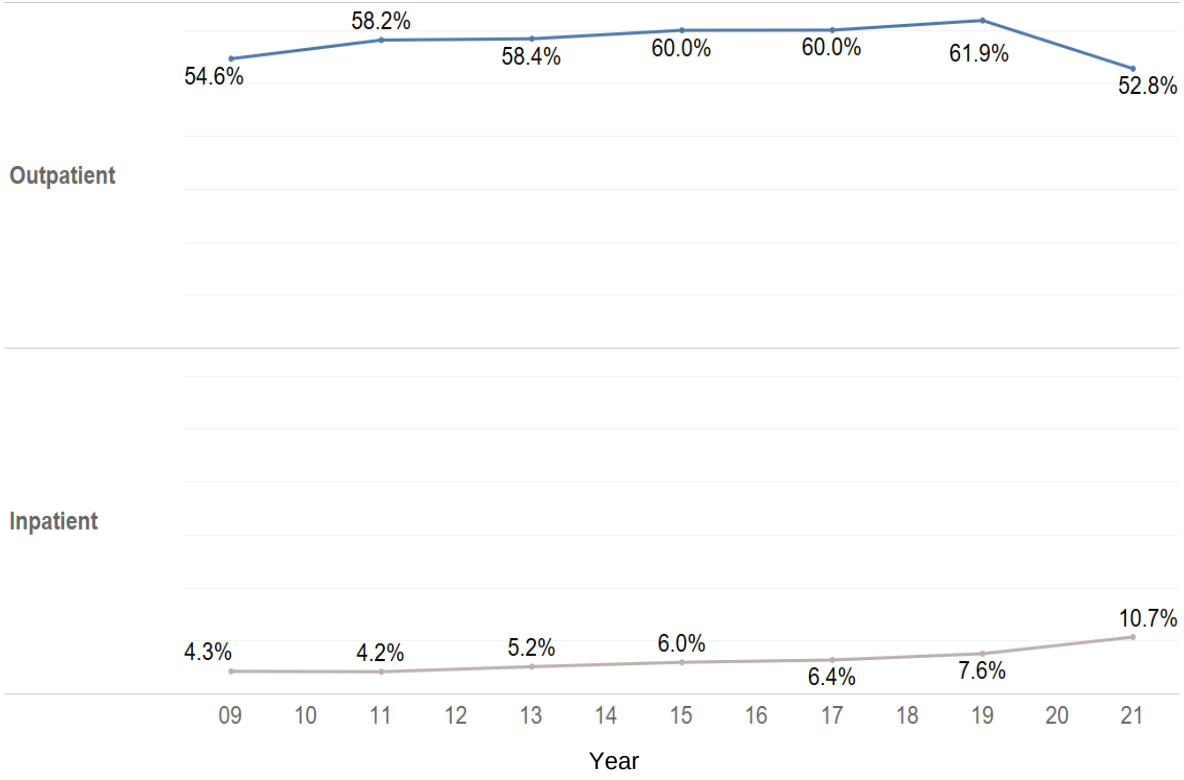
7.1 The proportion of employees who took sick leave in the first half of 2022 increased to 47.4% compared to the levels at the start of the pandemic of 40.3%. The average number of sick leave per absentee also rose to 4.5 days[16] from 3.6 days in the first half of 2020. The proportion of employees who took hospitalisation leave rose to an all-time high of 10.1% from 5.0% in the first half of 2020. However, the average number of hospitalisation leave per absentee dropped to 8.3 days for hospitalisation leave from 13.0 in the first half of 2020. On the whole, the average number of sick leave taken per absentee in the first half of 2022 remained within the statutory minimum[17].

7.2 In 2022, employees could take paid sick leave without provision of medical certificate to self-isolate from the pandemic. The proportion of employees who utilised this form of sick leave was 12.2% in the first half of 2022, with an average of 5.3 days. This was in line with the recommended self-isolation duration of 5 to 7 days.

[16] Based on reference period January to June 2022.

[17] This includes 14 days of outpatient sick leave and 60 days of hospitalisation leave.

Chart 16: Proportion of Employees Who Took Sick Leave in a Full Year



Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

Note: Reference period is January to December.

Annex A: Survey Coverage and Methodology

Introduction

The Conditions of Employment Survey, 2022 was conducted by the Manpower Research and Statistics Department of the Ministry of Manpower under the Statistics Act (Chapter 317). The survey was conducted from 27 October 2022 to 10 February 2023.

Objective

The survey was conducted to study the general employment conditions and workplace practices covering flexible work arrangements, non-statutory leave, employee support schemes, annual leave entitlement, work-week pattern and sickness absenteeism.

Coverage

The survey covered private sector establishments each with at least 25 employees and the public sector comprising government ministries, organs of state and statutory boards. A total of 3,500 establishments employing 1,065,200 employees responded, yielding a response rate of 75.6%.

The results were weighted to reflect the population of private sector establishments with at least 25 employees by using expansion factors based on sampling fraction.

Mode of submission

Respondents were notified of the survey by mail. They could submit their returns online, by post or by email, with clarifications made either over the phone or via email.

Reference Period

Most of the information provided in the survey returns was based on the establishments' practices as at 30 June 2022, except for information on sickness absenteeism which was based on data for calendar year 2021 and 1 January to 30 June 2022.

Data Collected

Establishments were asked to provide information pertaining to the following topics:

- Flexible work arrangements
- Non-statutory leave
- Employee support schemes
- Annual leave entitlement
- Work-week pattern
- Sickness absenteeism

Classification

The industries of the surveyed establishments were classified according to the Singapore Standard Industrial Classification (SSIC) 2020.

Concepts And Definitions

Full-time employees	These refer to employment where the normal hours of work is at least 35 hours a week.
Management & Executives	These refer to employees who hold managerial and supervisory responsibilities. They may or may not have substantial influence over the hiring, firing, promotion, transfer, reward or discipline of employees. Also, they may or may not have access to confidential information.
Rank-and-file employees	These refer to employees who are in the technical, clerical, sales, service, craftsmen, production, transport, cleaning and related positions. They are not employees in managerial or executive positions.
Annual leave entitlement	This refers to the leave entitlement of full-time employees for a year of service. For employees on probation, their annual leave is reported based on the entitlement after their probation period.
Sickness absenteeism	This refers to the actual sick leave taken, regardless of whether it is paid or unpaid.
Paid family care leave	This refers to paid leave granted to employees for taking care of their family members (e.g. parents, step parents, parents-in-law, children, spouse) or to accompany them for medical appointment when they are sick or when the main caregiver is not available.
Flexi-hours	This is an arrangement where employees can vary their daily working hours to suit their work and personal commitments so long as they work the total hours agreed for an accounting period, usually a week or month in office.
Staggered hours	This is an arrangement characterised by different starting and finishing hours (e.g. start time can vary from 7am to 10am with finish time adjusted accordingly) around compulsory core hours (e.g. 10am to 4pm).

Tele-working	This is an arrangement for extended period of time where employees perform work in places other than the office and the job is performed using information and communication technologies. Employees under this work arrangement may be required to spend certain "core" times or days in the office. Tele-working may be offered in two forms: Scheduled tele-working is when the employees tele-work for an agreed period of time. Non-scheduled tele-working is when employees tele-work on an ad-hoc basis, for personal reasons (e.g., for family emergencies).
Homeworking (physical work)	This is an arrangement where employees undertake work mainly in their homes without using information and communication technologies. Such jobs usually involved production of goods or services (e.g., sewing parts of a product, hand-packing of products from home). It excludes those who are tele-working.
Job sharing	This is an arrangement where the workload of a full-time job is split between two or more people in the office. The jobsharers work at different times, although there may be a time overlap to maintain continuity. They may each work part of the day or week, or alternate weeks (depending on their and their employers' circumstances) on an ongoing, regular basis.
Part-time work	This refers to total working hours of less than 35 hours in a week. This work arrangement includes those who work half-days or only some days per week but excludes workers who work 'on and off' and temporary employees who work the normal hours.
Compressed work-week	This is an arrangement where a standard work-week is condensed into fewer than five days (i.e. employees complete their expected workload over a shorter time period). It is an option taken up by employees, rather than a mandatory requirement made by the employer.
Shift swapping	This is an arrangement that allows shift-workers to trade shifts with one another when the need arises. This enables them to arrange their schedule to meet their personal needs and family responsibilities.
Time banking	This is an arrangement where an employer and employee agree on a fixed number of work hours to be completed over a specified time period *(e.g., 24 hours a week).* If an employee is required to work additional hours, these are accumulated in a 'time bank' and may be taken as time off in-lieu.
Employees' choice of days off	This is an arrangement that allows employees to plan their work schedules and determine their day(s) off. Balloting may be used to ensure that daily operations run smoothly and fair allocation of day(s) off.

RELIABILITY OF DATA

In a sample survey, inferences about the target population are drawn from the data collected from the sample. Errors due to extension of the conclusions based on one sample to the entire population are known as sampling errors. The sampling error of an estimate is the extent of variation between the estimated value obtained from a sample and the true value from the population. Factors influencing the sampling error include the sample size, the sample design, method of estimation, the variability of the population and the characteristics studied.

A common measure of the sampling error of an estimate is its standard error, which is a measure of the variation among the estimates derived from all possible samples. An alternative measure is the relative standard error of an estimate which indicates the standard error (S.E) relative to the magnitude of the estimate. A sample estimate and an estimate of its standard error can be used to construct an interval that will, at specified levels of confidence, include the true estimate. By statistical convention, the confidence level (CI) has been set at 95 per cent.

Estimates of the sampling variability of selected indicators are as follows:

		Estimate (%)	SE (%-points)	Relative SE (%)	95% CI	
Distribution of Establishments by (1), (2)						
					Lower	**Upper**
FWAs	**Offered at least one scheduled FWA**	71.4	0.9	1.2	69.7	73.1
	Offered at least 2 scheduled FWAs	48.9	0.9	1.9	47.1	50.8
	Offered at least one non-scheduled FWA	68.1	0.9	1.3	66.3	69.9
Distribution of Employees by (1)						
FWAs(2)	**Working in establishment offering at least one scheduled FWA**	81.1	0.1	0.1	80.9	81.3
	Working in establishment offering at least one non-scheduled FWA	77.0	0.1	0.1	76.8	77.2
NSL (2)	**Working in establishment offering Paid Family Care Leave (4)**	45.6	0.2	0.5	45.2	46.1
	Working in establishment offering Parental Care/Sick Leave	35.5	0.3	0.8	35.0	36.1
Annual Leave Entitlement (3)	**Over 21 Days**	11.8	0.1	1.2	11.5	12.1
	15 to 21 Days	33.7	0.3	0.9	33.0	34.3
	14 Days & Below (5)	54.5	0.3	0.6	53.9	55.2
Work-Week Pattern (3)	**5 Days**	56.1	0.4	0.6	55.4	56.8
	5½ Days (6)	17.5	0.4	2.2	16.7	18.2
	6 Days (7)	15.8	0.4	2.3	15.0	16.5
	Shift Work	9.4	0.2	1.7	9.1	9.7
Sickness Absenteeism	**Outpatient Sick Leave**	52.8	0.3	0.6	52.1	53.4
	Hospitalisation Leave	10.7	0.2	1.5	10.4	11.0

Notes:
(1) Data pertain to private sector establishments with at least 25 employees and the public sector.
(2) Data pertain to permanent employees and employees on term contract of at least one year.
(3) Data pertain to full-time employees.
(4) This includes paid parental care/sick leave.
(5) Includes employees who were not entitled to a fixed number of paid annual leave days.
(6) Includes those with periodic Sat off – e.g. off on a Sat on alternate week/ once in three weeks/ once a month.
(7) Includes those with any one day off in the week.

Annex B: Statistical Table

Table B1: Proportion of Establishments Offering Scheduled Flexible Work Arrangements, June 2022

Per Cent

SSIC 2020	Total (At least one type)	Part-Time Work	Flexi-Hours	Staggered Hours	Scheduled Tele-working	Compressed Work-Week	Job Sharing	Homeworking (Physical Work)
OVERALL (PUBLIC & PRIVATE SECTORS)	**71.4**	**36.9**	**37.1**	**35.7**	**34.0**	**16.9**	**15.3**	**8.7**
BY INDUSTRY (PRIVATE SECTOR)								
MANUFACTURING	**64.7**	**26.3**	**31.9**	**30.9**	**30.9**	**16.2**	**13.1**	**7.8**
Food, Beverages & Tobacco	68.0	41.1	34.2	32.6	28.5	9.7	14.7	9.7
Paper/ Rubber/ Plastic Products & Printing	73.8	42.7	27.4	42.1	31.7	15.9	15.2	12.2
Petroleum, Chemical & Pharmaceutical Products	73.1	23.7	32.7	25.0	39.1	15.4	8.3	3.8
Fabricated Metal Products, Machinery & Equipment	60.5	25.0	28.8	24.4	27.8	15.3	14.1	6.5
Electronic, Computer & Optical Products	75.4	25.4	38.8	52.2	44.8	15.7	11.2	-
Transport Equipment	63.2	16.6	35.3	30.1	32.8	20.8	15.6	12.7
Other Manufacturing Industries	55.4	19.4	28.8	31.5	23.9	18.9	5.4	2.3
CONSTRUCTION	**59.4**	**22.5**	**31.4**	**25.9**	**24.1**	**14.8**	**17.2**	**9.1**
SERVICES	**76.4**	**43.4**	**40.1**	**39.2**	**37.1**	**17.8**	**15.4**	**8.9**
Wholesale and Retail Trade	**72.5**	**36.4**	**36.6**	**37.8**	**35.9**	**14.9**	**14.1**	**6.1**
Wholesale Trade	69.6	29.3	34.1	36.5	36.9	11.5	11.2	4.9
Retail Trade	82.6	61.0	45.1	42.5	32.3	26.5	24.1	10.4
Transportation and Storage	**69.5**	**30.6**	**37.5**	**37.7**	**37.8**	**16.3**	**16.7**	**6.9**
Land Transport & Supporting Services	73.3	46.7	36.4	42.1	39.5	14.4	19.0	9.2
Water Transport & Supporting Services	65.1	18.0	29.7	43.0	42.4	16.9	8.1	4.1
Air Transport & Supporting Services	s	s	s	s	s	s	s	s
Other Transport & Storage Services	69.0	29.4	40.7	33.0	33.8	17.3	19.5	7.7
Accommodation and Food Services	**80.4**	**56.4**	**42.6**	**37.1**	**22.8**	**19.0**	**18.6**	**11.0**
Accommodation	76.1	51.4	41.3	47.7	22.0	14.7	14.7	1.8
Food & Beverage Services	80.8	56.9	42.7	36.1	22.9	19.3	18.9	11.8
Information and Communications	**82.5**	**31.9**	**55.4**	**45.5**	**55.2**	**14.4**	**11.8**	**7.1**
Telecommunications, Broadcasting & Publishing	80.4	28.3	58.7	53.6	51.4	14.5	8.7	7.2
IT & Other Information Services	83.4	33.5	54.0	41.9	56.9	14.4	13.1	7.0
Financial and Insurance Services	**79.5**	**32.4**	**37.5**	**49.3**	**56.5**	**17.1**	**9.8**	**4.3**
Financial Services	77.4	32.7	35.4	47.5	54.0	15.3	8.8	4.3
Insurance Services	s	s	s	s	s	s	s	s
Real Estate Services	**77.0**	**46.0**	**25.3**	**28.2**	**24.7**	**19.5**	**10.9**	**9.8**
Professional Services	**78.5**	**38.4**	**41.9**	**37.5**	**47.2**	**19.2**	**12.5**	**9.8**
Legal, Accounting & Management Services	82.9	38.9	44.0	44.3	53.4	17.6	8.5	7.3
Architectural & Engineering Services	71.0	32.7	36.7	38.0	35.9	20.1	20.6	12.4
Other Professional Services	85.0	49.4	48.3	21.7	57.8	20.6	3.9	10.0
Administrative and Support Services	**70.4**	**46.5**	**33.6**	**31.9**	**27.3**	**19.9**	**15.6**	**6.3**
Security & Investigation	90.8	71.5	51.5	32.3	39.2	38.5	23.8	7.7
Cleaning & Landscaping	63.0	50.3	25.3	23.3	14.8	14.0	12.5	7.5
Other Administrative & Support Services	71.5	30.2	37.1	43.6	39.2	19.6	16.2	4.1
Community, Social and Personal Services	**81.8**	**59.6**	**45.4**	**46.7**	**40.5**	**21.5**	**19.6**	**15.9**
Education	96.0	73.2	46.0	69.2	51.5	30.3	34.8	18.7
Health & Social Services	82.2	64.0	43.8	47.3	36.3	17.1	17.1	12.0
Other Community, Social & Personal Services	77.4	53.7	46.0	39.9	39.0	20.8	16.2	16.8
***OTHERS**	**s**	**s**	**s**	**s**	**s**	**s**	**s**	**s**

Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Notes:

(1) Data pertain to permanent employees and employees on term contract of at least one year.
(2) 'Total' refers to establishments offering at least one type of scheduled FWA excluding employees' choice of days off, shift swapping and time banking. These three types of FWA were collected for the first time in 2022.
(3) Figures refer to establishments that offered the respective scheduled FWA as a proportion of all establishments.
(4) Data do not add up to 'total' as establishments can offer more than one scheduled FWA.
(5) Prior to 2022, 'scheduled FWAs' was termed 'formal FWAs', 'flexi-hours' was termed 'flexi-time' and 'scheduled tele-working' was termed 'formal tele-working'.
(6) '-': Nil or negligible.
(7) 's': Data suppressed due to small number of observations.

Table B2: Proportion of Establishments Offering Employees' Choice of Days Off/Shift Swapping/Time Banking, June 2022

Per Cent

SSIC 2020	Employees' Choice of Days Off	Shift Swapping	Time Banking
OVERALL (PUBLIC & PRIVATE SECTORS)	**28.1**	**25.1**	**14.1**
BY INDUSTRY (PRIVATE SECTOR)			
MANUFACTURING	**20.8**	**24.4**	**10.6**
Food, Beverages & Tobacco	28.8	26.3	7.8
Paper/ Rubber/ Plastic Products & Printing	15.9	42.7	17.7
Petroleum, Chemical & Pharmaceutical Products	20.5	37.8	3.8
Fabricated Metal Products, Machinery & Equipment	15.4	16.6	10.4
Electronic, Computer & Optical Products	24.6	34.3	12.7
Transport Equipment	23.7	26.4	14.8
Other Manufacturing Industries	18.9	10.4	4.5
CONSTRUCTION	**21.3**	**14.5**	**9.5**
SERVICES	**32.4**	**28.5**	**16.5**
Wholesale and Retail Trade	27.9	22.8	12.3
Wholesale Trade	21.0	14.2	9.8
Retail Trade	51.2	52.5	20.8
Transportation and Storage	22.6	26.2	10.8
Land Transport & Supporting Services	26.2	28.2	18.5
Water Transport & Supporting Services	19.8	16.3	10.5
Air Transport & Supporting Services	s	s	s
Other Transport & Storage Services	22.3	28.3	7.4
Accommodation and Food Services	50.7	47.4	20.2
Accommodation	48.6	57.8	27.5
Food & Beverage Services	50.9	46.5	19.5
Information and Communications	28.6	23.5	20.0
Telecommunications, Broadcasting & Publishing	30.4	23.9	12.3
IT & Other Information Services	27.8	23.3	23.3
Financial and Insurance Services	13.0	12.4	9.8
Financial Services	11.1	13.8	8.8
Insurance Services	s	s	s
Real Estate Services	35.1	33.9	13.2
Professional Services	24.2	16.4	18.8
Legal, Accounting & Management Services	25.6	8.0	17.1
Architectural & Engineering Services	24.5	26.6	18.2
Other Professional Services	20.6	12.8	23.9
Administrative and Support Services	30.2	25.3	12.4
Security & Investigation	65.4	42.3	19.2
Cleaning & Landscaping	23.8	22.5	9.3
Other Administrative & Support Services	23.4	21.6	13.7
Community, Social and Personal Services	43.0	38.5	26.0
Education	31.3	32.3	25.3
Health & Social Services	37.3	47.9	27.7
Other Community, Social & Personal Services	49.0	36.2	25.5
***OTHERS**	**s**	**s**	**s**

Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Notes:
(1) Data pertain to permanent employees and employees on term contract of at least one year.
(2) Figures refer to establishments that offered the respective scheduled FWA as a proportion of all establishments.
(3) 's': Data suppressed due to small number of observations.

Table B3: Proportion of Establishments Offering Non-Scheduled Flexible Work Arrangements, June 2022

Per Cent

SSIC 2020	Total (At least one type)	Unplanned Time-off	Non-Scheduled Tele-working
OVERALL (PUBLIC & PRIVATE SECTORS)	**68.1**	**61.3**	**40.5**
BY INDUSTRY (PRIVATE SECTOR)			
MANUFACTURING	**64.7**	**58.2**	**36.0**
Food, Beverages & Tobacco	64.3	58.6	30.4
Paper/ Rubber/ Plastic Products & Printing	71.3	68.9	32.3
Petroleum, Chemical & Pharmaceutical Products	57.1	53.8	35.3
Fabricated Metal Products, Machinery & Equipment	65.7	57.2	37.9
Electronic, Computer & Optical Products	82.1	79.1	53.0
Transport Equipment	62.2	54.1	33.9
Other Manufacturing Industries	57.7	51.4	36.0
CONSTRUCTION	**61.6**	**56.5**	**33.9**
SERVICES	**70.5**	**63.2**	**43.2**
Wholesale and Retail Trade	**67.1**	**57.0**	**43.3**
Wholesale Trade	67.3	55.6	45.8
Retail Trade	66.4	61.8	34.9
Transportation and Storage	**69.8**	**62.5**	**39.6**
Land Transport & Supporting Services	67.2	59.0	41.5
Water Transport & Supporting Services	58.1	55.2	33.7
Air Transport & Supporting Services	s	s	s
Other Transport & Storage Services	76.4	67.6	41.2
Accommodation and Food Services	**63.4**	**58.9**	**28.4**
Accommodation	67.9	59.6	26.6
Food & Beverage Services	63.0	58.9	28.6
Information and Communications	**82.5**	**73.6**	**67.2**
Telecommunications, Broadcasting & Publishing	83.3	76.1	62.3
IT & Other Information Services	82.1	72.5	69.3
Financial and Insurance Services	**78.9**	**69.5**	**58.4**
Financial Services	79.6	69.6	59.5
Insurance Services	s	s	s
Real Estate Services	**67.2**	**61.5**	**32.8**
Professional Services	**79.6**	**71.0**	**55.1**
Legal, Accounting & Management Services	80.1	70.7	61.4
Architectural & Engineering Services	74.1	65.7	43.5
Other Professional Services	90.0	82.8	66.1
Administrative and Support Services	**66.4**	**59.7**	**36.3**
Security & Investigation	78.5	76.2	59.2
Cleaning & Landscaping	56.8	51.8	22.0
Other Administrative & Support Services	74.2	63.2	45.7
Community, Social and Personal Services	**72.9**	**68.9**	**43.0**
Education	78.3	73.2	50.5
Health & Social Services	69.9	64.4	42.5
Other Community, Social & Personal Services	72.6	69.6	40.9
***OTHERS**	**s**	**s**	**s**

Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Notes:

(1) Data pertain to permanent employees and employees on term contract of at least one year.
(2) 'Total' refers to establishments offering at least one type of non-scheduled FWA.
(3) Figures refer to establishments that offered the respective non-scheduled FWA as a proportion of all establishments.
(4) Data do not add up to 'total' as establishments can offer more than one non-scheduled FWA.
(5) Prior to 2022, 'non-scheduled FWAs' was termed 'ad-hoc FWAs' and 'non-scheduled tele-working' was termed 'ad-hoc tele-working'.
(6) 's': Data suppressed due to small number of observations.

Table B4: Distribution of Full-Time Employees By Annual Leave Entitlement, June 2022

Per Cent

SSIC 2020	Total	Over 21 Days	15 to 21 Days	14 Days & Below
OVERALL (PUBLIC & PRIVATE SECTORS)	**100.0**	**11.8**	**33.7**	**54.5**
BY TYPE OF EMPLOYEES				
Management & Executives	100.0	22.6	49.6	27.8
Rank & File	100.0	3.5	21.3	75.2
BY INDUSTRY (PRIVATE SECTOR)				
MANUFACTURING	**100.0**	**4.1**	**33.1**	**62.8**
Food, Beverages & Tobacco	100.0	4.3	17.4	78.3
Paper/ Rubber/ Plastic Products & Printing	100.0	1.3	21.2	77.6
Petroleum, Chemical & Pharmaceutical Products	100.0	15.6	53.3	31.1
Fabricated Metal Products, Machinery & Equipment	100.0	3.0	26.6	70.4
Electronic, Computer & Optical Products	100.0	3.6	44.8	51.7
Transport Equipment	100.0	1.1	28.1	70.8
Other Manufacturing Industries	100.0	4.0	39.6	56.5
CONSTRUCTION	**100.0**	**0.7**	**8.7**	**90.6**
SERVICES	**100.0**	**15.5**	**36.6**	**47.9**
Wholesale and Retail Trade	**100.0**	**8.0**	**41.2**	**50.8**
Wholesale Trade	100.0	6.9	44.4	48.7
Retail Trade	100.0	10.3	34.6	55.1
Transportation and Storage	**100.0**	**10.7**	**41.3**	**48.0**
Land Transport & Supporting Services	100.0	0.9	42.7	56.4
Water Transport & Supporting Services	100.0	10.4	53.7	35.9
Air Transport & Supporting Services	s	s	s	s
Other Transport & Storage Services	100.0	4.6	33.5	61.9
Accommodation and Food Services	**100.0**	**0.7**	**11.6**	**87.7**
Accommodation	100.0	3.6	29.9	66.6
Food & Beverage Services	100.0	0.3	8.6	91.1
Information and Communications	**100.0**	**8.5**	**67.1**	**24.4**
Telecommunications, Broadcasting & Publishing	100.0	8.9	69.3	21.8
IT & Other Information Services	100.0	8.4	66.1	25.5
Financial and Insurance Services	**100.0**	**61.8**	**33.3**	**4.9**
Financial Services	100.0	63.7	31.7	4.6
Insurance Services	s	s	s	s
Real Estate Services	**100.0**	**3.7**	**24.4**	**72.0**
Professional Services	**100.0**	**9.8**	**56.6**	**33.6**
Legal, Accounting & Management Services	100.0	14.2	69.2	16.6
Architectural & Engineering Services	100.0	4.4	34.8	60.8
Other Professional Services	100.0	9.1	69.2	21.7
Administrative and Support Services	**100.0**	**1.1**	**6.7**	**92.2**
Security & Investigation	100.0	0.0	3.2	96.8
Cleaning & Landscaping	100.0	0.1	3.2	96.7
Other Administrative & Support Services	100.0	3.6	15.6	80.8
Community, Social and Personal Services	**100.0**	**22.3**	**39.5**	**38.1**
Education	100.0	34.7	40.3	25.0
Health & Social Services	100.0	26.6	43.0	30.4
Other Community, Social & Personal Services	100.0	4.2	33.0	62.8
***OTHERS**	**s**	**s**	**s**	**s**

Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Notes:

(1) "14 Days and Below" includes employees who were not entitled to a fixed number of paid annual leave days.
(2) Data may not add up due to rounding.
(3) 's': Data suppressed due to small number of observations.

Table B5: Proportion of Establishments That Provided Types of Non-Statutory Leave, June 2022

Per Cent

SSIC 2020	Compassionate Leave	Marriage Leave	Study/ Examination Leave	Family Care Leave	Parental Care/ Sick Leave	Child Sick Leave (MC required)	Unpaid Leave of 1 Month or Less	Unpaid Leave of More Than 1 Month
OVERALL (PUBLIC & PRIVATE SECTORS)	**89.3**	**72.6**	**45.9**	**31.6**	**26.0**	**44.4**	**80.9**	**70.1**
BY INDUSTRY (PRIVATE SECTOR)								
MANUFACTURING	**88.8**	**73.4**	**44.2**	**27.9**	**23.0**	**47.2**	**82.9**	**72.2**
Food, Beverages & Tobacco	84.3	58.0	30.7	28.8	25.7	46.7	85.0	69.0
Paper/ Rubber/ Plastic Products & Printing	89.6	82.3	28.0	14.6	11.6	42.7	84.8	82.3
Petroleum, Chemical & Pharmaceutical Products	100.0	90.4	64.7	23.1	16.0	41.7	92.3	70.5
Fabricated Metal Products, Machinery & Equipment	93.7	76.7	48.0	26.7	23.3	47.8	83.4	75.6
Electronic, Computer & Optical Products	100.0	92.5	64.9	20.9	14.2	35.1	78.4	67.9
Transport Equipment	76.3	63.0	39.3	35.8	30.6	53.8	79.4	71.1
Other Manufacturing Industries	93.2	78.4	48.6	30.2	20.7	46.4	80.6	66.2
CONSTRUCTION	**78.2**	**60.2**	**41.9**	**30.0**	**27.7**	**50.9**	**80.7**	**72.5**
SERVICES	**92.6**	**75.9**	**47.2**	**32.4**	**25.9**	**41.3**	**80.3**	**68.6**
Wholesale and Retail Trade	**96.4**	**82.3**	**44.0**	**28.0**	**20.8**	**36.0**	**81.4**	**65.7**
Wholesale Trade	98.1	86.4	49.3	29.3	21.6	33.6	81.2	65.2
Retail Trade	90.5	68.1	25.8	23.9	17.8	44.3	82.4	67.2
Transportation and Storage	**94.5**	**76.5**	**43.9**	**25.2**	**22.4**	**42.0**	**79.3**	**67.1**
Land Transport & Supporting Services	97.4	69.7	33.8	29.2	25.6	49.7	84.1	76.4
Water Transport & Supporting Services	94.2	82.0	57.0	21.5	18.0	42.4	82.6	62.2
Air Transport & Supporting Services	s	s	s	s	s	s	s	s
Other Transport & Storage Services	93.4	78.0	45.9	25.5	23.4	35.7	77.5	66.5
Accommodation and Food Services	**85.2**	**61.3**	**34.6**	**29.1**	**25.2**	**52.8**	**77.5**	**63.9**
Accommodation	90.8	86.2	49.5	39.4	32.1	45.9	87.2	78.0
Food & Beverage Services	84.7	59.0	33.3	28.1	24.6	53.5	76.6	62.6
Information and Communications	**92.2**	**84.5**	**54.8**	**29.9**	**22.8**	**33.9**	**85.6**	**76.5**
Telecommunications, Broadcasting & Publishing	94.9	87.7	66.7	38.4	31.9	34.1	86.2	80.4
IT & Other Information Services	91.1	83.1	49.5	26.2	18.8	33.9	85.3	74.8
Financial and Insurance Services	**96.8**	**90.2**	**73.8**	**41.8**	**24.1**	**22.2**	**76.8**	**64.8**
Financial Services	96.2	89.9	69.1	43.2	24.1	21.9	80.7	68.6
Insurance Services	s	s	s	s	s	s	s	s
Real Estate Services	**90.2**	**73.0**	**45.4**	**37.9**	**31.6**	**33.9**	**77.0**	**64.9**
Professional Services	**93.3**	**80.5**	**61.1**	**35.2**	**25.0**	**40.1**	**80.2**	**74.4**
Legal, Accounting & Management Services	98.7	83.2	69.9	42.0	26.4	40.2	80.3	79.0
Architectural & Engineering Services	86.0	75.2	54.6	29.0	26.1	41.4	81.8	75.7
Other Professional Services	97.2	86.1	55.6	33.9	19.4	37.2	76.7	61.7
Administrative and Support Services	**89.8**	**62.5**	**36.1**	**29.6**	**27.0**	**50.8**	**79.2**	**66.9**
Security & Investigation	100.0	66.2	46.2	46.2	45.4	59.2	90.0	75.4
Cleaning & Landscaping	85.3	50.5	26.8	18.5	17.5	50.3	74.3	63.8
Other Administrative & Support Services	91.4	77.3	44.3	37.5	32.0	47.8	81.1	67.4
Community, Social and Personal Services	**93.0**	**77.9**	**52.6**	**44.8**	**39.2**	**42.9**	**82.7**	**75.6**
Education	97.0	81.3	67.2	52.0	41.9	45.5	82.3	75.8
Health & Social Services	96.6	88.7	73.6	54.1	42.8	33.2	82.2	73.3
Other Community, Social & Personal Services	90.4	72.3	39.2	38.6	36.8	46.3	83.1	76.6
***OTHERS**	**s**	**s**	**s**	**s**	**s**	**s**	**s**	**s**

Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Notes:
(1) Data pertain to permanent employees and employees on term contract of at least one year.
(2) "Family Care Leave" is inclusive of Parental Care/Sick Leave.
(3) 's': Data suppressed due to small number of observations.

Table B6: Distribution of Full-Time Employees by Work-Week Pattern, June 2022

Per Cent

SSIC 2020	Total	5 Days	5½ Days^	6 Days#	Shift Work	Others
OVERALL (PUBLIC & PRIVATE SECTORS)	**100.0**	**56.1**	**17.5**	**15.8**	**9.4**	**1.3**
BY TYPE OF EMPLOYEES						
Management & Executives	100.0	82.3	8.2	3.6	5.1	0.8
Rank & File	100.0	35.9	24.6	25.1	12.8	1.6
BY INDUSTRY (PRIVATE SECTOR)						
MANUFACTURING	**100.0**	**55.7**	**16.5**	**9.3**	**17.8**	**0.7**
Food, Beverages & Tobacco	100.0	37.4	19.9	32.8	7.5	2.4
Paper/ Rubber/ Plastic Products & Printing	100.0	58.4	8.7	13.3	18.2	1.4
Petroleum, Chemical & Pharmaceutical Products	100.0	72.2	3.0	5.5	18.8	0.4
Fabricated Metal Products, Machinery & Equipment	100.0	67.2	17.2	7.4	8.1	0.1
Electronic, Computer & Optical Products	100.0	54.9	3.4	3.7	37.7	0.3
Transport Equipment	100.0	43.5	36.8	4.5	14.9	0.2
Other Manufacturing Industries	100.0	52.2	17.5	9.1	19.1	2.1
CONSTRUCTION	**100.0**	**20.5**	**38.6**	**39.6**	**1.1**	**0.2**
SERVICES	**100.0**	**60.1**	**15.2**	**13.9**	**9.0**	**1.8**
Wholesale and Retail Trade	**100.0**	**64.1**	**15.4**	**12.8**	**6.9**	**0.8**
Wholesale Trade	100.0	69.6	16.9	8.4	4.6	0.5
Retail Trade	100.0	52.5	12.1	22.3	11.8	1.2
Transportation and Storage	**100.0**	**40.6**	**21.0**	**12.7**	**15.6**	**10.1**
Land Transport & Supporting Services	100.0	23.3	20.9	32.7	22.8	0.3
Water Transport & Supporting Services	100.0	69.7	14.3	2.4	13.2	0.3
Air Transport & Supporting Services	s	s	s	s	s	s
Other Transport & Storage Services	100.0	47.3	32.1	6.5	13.7	0.4
Accommodation and Food Services	**100.0**	**28.3**	**9.9**	**35.9**	**24.1**	**1.8**
Accommodation	100.0	57.2	4.7	14.4	23.6	0.1
Food & Beverage Services	100.0	23.7	10.7	39.3	24.2	2.1
Information and Communications	**100.0**	**94.7**	**1.8**	**0.9**	**2.3**	**0.2**
Telecommunications, Broadcasting & Publishing	100.0	95.2	0.5	0.3	3.4	0.5
IT & Other Information Services	100.0	94.6	2.3	1.2	1.8	0.1
Financial and Insurance Services	**100.0**	**94.6**	**3.0**	**0.7**	**1.4**	**0.4**
Financial Services	100.0	94.2	3.2	0.7	1.5	0.4
Insurance Services	s	s	s	s	s	s
Real Estate Services	**100.0**	**40.2**	**28.8**	**20.4**	**9.5**	**1.2**
Professional Services	**100.0**	**80.2**	**11.5**	**5.2**	**1.3**	**1.8**
Legal, Accounting & Management Services	100.0	91.0	2.6	2.1	1.4	2.9
Architectural & Engineering Services	100.0	61.8	26.6	9.9	1.5	0.2
Other Professional Services	100.0	90.6	3.5	3.4	0.3	2.2
Administrative and Support Services	**100.0**	**33.5**	**25.3**	**31.1**	**9.1**	**0.9**
Security & Investigation	100.0	25.1	16.8	29.7	25.1	3.3
Cleaning & Landscaping	100.0	23.9	36.7	35.6	3.4	0.4
Other Administrative & Support Services	100.0	56.3	12.4	24.5	6.6	0.1
Community, Social and Personal Services	**100.0**	**55.4**	**22.1**	**10.9**	**10.9**	**0.7**
Education	100.0	88.3	7.0	2.5	1.8	0.5
Health & Social Services	100.0	44.8	29.8	8.6	16.3	0.5
Other Community, Social & Personal Services	100.0	44.9	22.1	22.2	9.7	1.2
***OTHERS**	**s**	**s**	**s**	**s**	**s**	**s**

Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Notes:

(1) "Others" refer to irregular work-week patterns which include work-week of less than 5 days.
(2) ^ Includes those with periodic Sat off - e.g. off on Saturday on alternate week/ once on three weeks/ once a month.
(3) # Includes those with any one day off in the week.
(4) Data may not add up due to rounding.
(5) 's': Data suppressed due to small number of observations.

Table B7: Proportion of Employees That Took Sick Leave and The Average Days of Sick Leave Taken, 2021

SSIC 2020	Outpatient Sick Leave			Hospitalisation Leave		
	Proportion of employees who took outpatient sick leave (%)	Average no. of outpatient sick leave taken per outpatient sick absentee (Days)	Average no. of outpatient sick leave taken per employees (Days)	Proportion of employees who took hospitalisation leave (%)	Average no. of outpatient sick leave taken per hospitalisation absentee (Days)	Average no. of hospitalisation leave taken per employees (Days)
OVERALL (PUBLIC & PRIVATE SECTORS)	**52.8**	**5.2**	**2.7**	**10.7**	**11.2**	**1.2**
BY TYPE OF EMPLOYEES						
Management & Executives	51.2	4.6	2.4	9.8	11.4	1.1
Rank & File	54.0	5.5	3.0	11.4	11.1	1.3
BY INDUSTRY (PRIVATE SECTOR)						
MANUFACTURING	**60.5**	**5.2**	**3.1**	**12.0**	**9.8**	**1.2**
Food, Beverages & Tobacco	46.7	5.3	2.5	8.6	10.6	0.9
Paper/ Rubber/ Plastic Products & Printing	92.2	3.4	3.2	14.6	10.6	1.5
Petroleum, Chemical & Pharmaceutical Products	57.7	5.4	3.1	11.1	10.6	1.2
Fabricated Metal Products, Machinery & Equipment	60.9	5.0	3.1	12.4	9.5	1.2
Electronic, Computer & Optical Products	67.1	5.8	3.9	12.9	8.9	1.1
Transport Equipment	54.9	5.5	3.0	9.5	10.4	1.0
Other Manufacturing Industries	58.2	4.7	2.7	16.0	9.9	1.6
CONSTRUCTION	**46.2**	**5.1**	**2.3**	**6.9**	**9.6**	**0.7**
SERVICES	**50.7**	**5.2**	**2.6**	**11.1**	**11.4**	**1.3**
Wholesale and Retail Trade	**49.5**	**5.0**	**2.5**	**8.3**	**10.4**	**0.9**
Wholesale Trade	51.5	4.6	2.4	8.3	9.4	0.8
Retail Trade	45.5	5.8	2.6	8.4	12.2	1.0
Transportation and Storage	**53.9**	**5.5**	**3.0**	**11.3**	**12.1**	**1.4**
Land Transport & Supporting Services	58.2	8.1	4.7	12.0	13.3	1.6
Water Transport & Supporting Services	58.2	4.0	2.3	7.6	10.6	0.8
Air Transport & Supporting Services	s	s	s	s	s	s
Other Transport & Storage Services	54.7	4.7	2.6	12.6	7.7	1.0
Accommodation and Food Services	**42.3**	**5.0**	**2.1**	**10.3**	**9.7**	**1.0**
Accommodation	63.2	5.1	3.2	19.6	8.9	1.7
Food & Beverage Services	39.1	5.0	1.9	9.1	9.9	0.9
Information and Communications	**47.8**	**4.1**	**2.0**	**5.6**	**9.2**	**0.5**
Telecommunications, Broadcasting & Publishing	47.2	3.8	1.8	6.4	7.3	0.5
IT & Other Information Services	48.1	4.2	2.0	5.2	10.3	0.5
Financial and Insurance Services	**45.4**	**4.7**	**2.2**	**7.7**	**11.2**	**0.9**
Financial Services	45.5	4.8	2.2	7.9	11.2	0.9
Insurance Services	s	s	s	s	s	s
Real Estate Services	**63.7**	**5.7**	**3.7**	**15.7**	**12.0**	**1.9**
Professional Services	**47.1**	**4.5**	**2.1**	**7.1**	**11.0**	**0.8**
Legal, Accounting & Management Services	43.9	4.2	1.8	5.7	13.2	0.8
Architectural & Engineering Services	51.7	5.2	2.7	9.0	9.5	0.8
Other Professional Services	46.7	4.1	1.9	7.3	10.2	0.7
Administrative and Support Services	**51.4**	**5.2**	**2.7**	**10.8**	**10.8**	**1.2**
Security & Investigation	47.1	5.5	2.6	9.5	12.5	1.2
Cleaning & Landscaping	48.4	5.8	2.8	13.7	10.3	1.4
Other Administrative & Support Services	59.3	4.1	2.4	7.2	10.5	0.8
Community, Social and Personal Services	**59.0**	**5.9**	**3.5**	**19.7**	**12.6**	**2.5**
Education	44.8	4.5	2.0	6.5	11.5	0.7
Health & Social Services	66.3	6.5	4.3	27.2	12.0	3.3
Other Community, Social & Personal Services	60.2	5.9	3.5	19.5	14.1	2.7
***OTHERS**	**s**	**s**	**s**	**s**	**s**	**s**

Source: Conditions of Employment Survey, Manpower Research & Statistics Department, MOM

* Includes Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Management

Note: 's': Data suppressed due to small number of observations.

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