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# CONDITIONS OF EMPLOYMENT 2006



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# HIGHLIGHTS

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- The 5-day workweek is the norm, with higher share of employees now on this arrangement than two years ago. Close to two in five (40%) full-time employees in the private sector worked 5 days a week in 2006, up from 34% two years ago. Lagging significantly behind, were the 5½-day (15%), 6-day workweek (16%) and shift work (17%) each accounting for less than one in five employees in 2006.
- It is common for employees to be accorded less than 15 days of annual leave, but the proportion is lower than over a decade ago, along with the rise in share of high skilled workers who typically enjoy more favourable leave benefits. In 2006, 33% of full-time employees were entitled to 15 to 21 days of annual leave, compared to 25% in 1992. Another 7% had more than 21 days, also up from 5% in 1992.
- Close to half (49%) of employees in the private sector took outpatient sick leave and only 4.1% took hospitalisation leave in 2005. Employees who had taken outpatient sick leave in 2005, on average consumed 4.5 days of sick leave each. The corresponding figure for those on hospitalisation leave was 15 days.
- In 2006, 5.3% of employees were on flexible work schedules covering part-time, staggered hours, flexi-time and teleworking. This was up from 4.1% in 2004 and 2.6% in 1998. About seven out of ten employees on flexible work arrangements (or 3.6% of all employees) were working part-time in 2006. The other forms of flexible working arrangements such as staggered hours, flexi-time and teleworking accounted for only 1.0%, 0.5% and 0.1% of employees respectively.
- 12% of private sector establishments granted paid family care leave to majority of their employees, a 5% point jump from 2004. Although smaller establishments saw a marked increase in proportion granting such benefits, their share (11%) is still less than large establishments (23%).
- Slightly more establishments (43%) granted paid paternity leave to their male employees as compared to 2004 (40%). The larger establishments were more likely to grant paternity leave with close to 70% of them doing so as compared to 39% among the smaller establishments.

# CONDITIONS OF EMPLOYMENT, 2006

## 1 INTRODUCTION

1.1 Globalisation and technology advances have affected how, when and where work is done. In today's global economy, it is not uncommon for staff to work from home or at odd hours to connect with clients in different time zones. At the same time, there is a rising trend of a 'sandwiched' generation who has to take care of both their children and elderly parents, leading to more demands for flexible working arrangements that can help employees balance work and family/personal commitments. These forces have shaped working terms and conditions in recent years.

1.2 This report presents findings from the Conditions of Employment Survey conducted in June 2006 on 2,600 private sector establishments each employing at least 25 employees. Besides providing a statistical snapshot of the general employment conditions such as work-week pattern, leave entitlement and sickness absenteeism, it examines the prevalence of flexible working arrangements and other pro-family benefits. Details of the survey methodology and concepts are in [Annex 1](#).

## 2 GENERAL EMPLOYMENT CONDITIONS

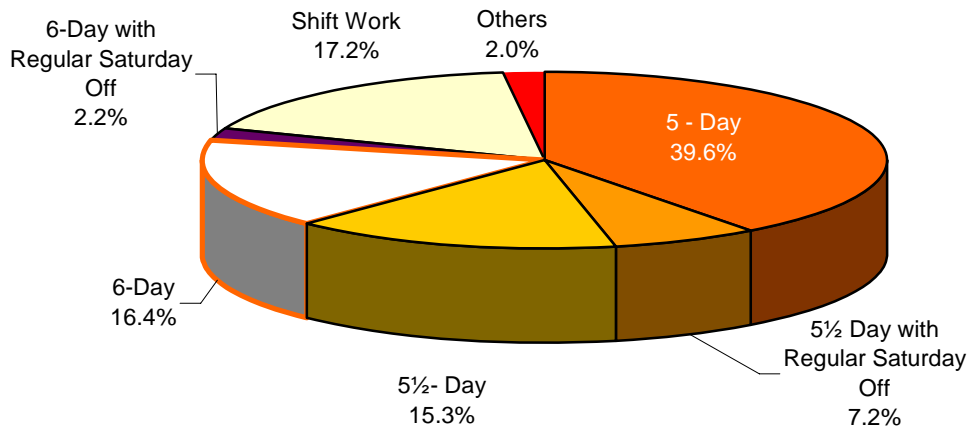
### WORK-WEEK PATTERN

#### *5-day workweek pattern the norm*

2.1 The 5-day workweek is the norm, with higher share of employees now on this arrangement than two years ago. Under this workweek pattern, the standard working hours are typically compressed into 5 days with employees working longer each day. Close to two in five (40%) full-time employees in the private sector worked

5 days a week in 2006, up from 34% two years ago. Lagging significantly behind, were the 5½-day (15%), 6-day workweek (16%) and shift work (17%) each accounting for less than one in five employees in 2006.

**CHART 1 : DISTRIBUTION OF FULL-TIME EMPLOYEES BY TYPE OF WORKWEEK, 2006 (AS AT JUNE)**



Note : "Others" refers to irregular workweek, less than 5 days etc.

***Seven in ten management staff on 5-day workweek***

2.2 The majority or 70% of management staff were on the 5-day workweek in 2006. The share was substantially lower at 27% for rank-and-file (RAF) employees, who were spread more widely across other workweek patterns mainly shift work (23%) and 6-day workweek (22%).

**TABLE 1 : DISTRIBUTION OF FULL-TIME EMPLOYEES BY TYPE OF WORKWEEK  
AND EMPLOYEE TYPE, 2004 and 2006 (AS AT JUNE)**

Type of Employees	Year	Total	5-Day	5½ Day with Regular Saturday Off	5½ Day	6 Day with Regular Saturday Off	6-Day	Shift Work	(%)
									Others
Total	2006	100.0	39.6	7.2	15.3	2.2	16.4	17.2	2.0
	2004	100.0	34.3	10.3	14.5	1.3	14.4	23.2	2.1
Rank-and-File Employees	2006	100.0	26.5	6.7	17.6	2.9	21.8	22.6	2.0
	2004	100.0	22.2	8.3	15.6	1.5	19.1	30.9	2.4
Management Staff	2006	100.0	70.3	8.4	10.1	0.8	3.9	4.7	1.8
	2004	100.0	61.8	14.6	11.9	0.7	3.8	5.8	1.3

Note : "Others" refers to irregular workweek, less than 5 days etc.

### ***5-day workweek most prevalent in Financial Services***

2.3 The vast majority of full-time employees in *Financial Services* (87%), *Information & Communications* (78%) and *Professional Services* (74%) worked 5 days a week. At the other extreme, the 6-day workweek was more prevalent among full-time employees in the *Construction* (57%) and *Restaurant* (47%) industries.

2.4 While at the overall level, only 17% of full-time employees were working shifts, the incidence of shift work was much higher in sectors providing round-the-clock services such as *Hotels* (67%), *Air Transport & Supporting Services* (39%), *Health & Social Services* (35%) and *Administrative & Support Services* (40%) e.g. *security and building-cleaning services* and *call centres*. Shift work was also common in *Electronics* manufacturing (49%) (Appendix 1).

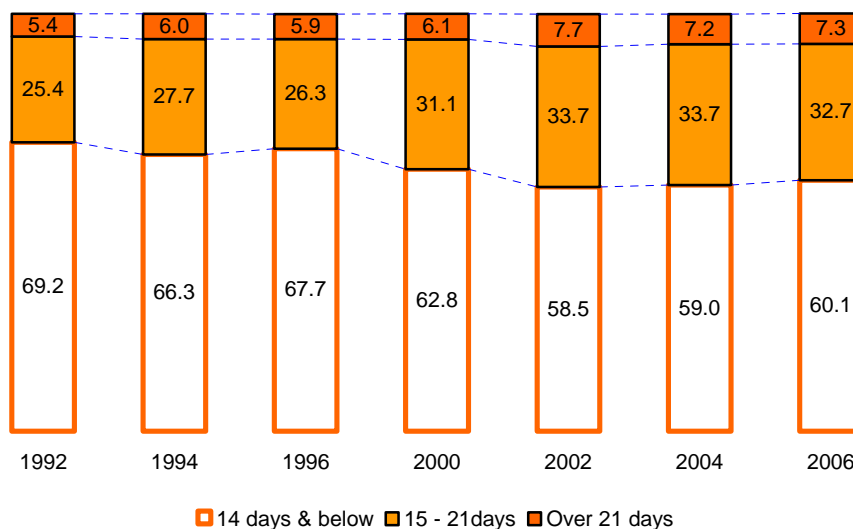
## **ANNUAL LEAVE ENTITLEMENT**

### ***Four in ten employees entitled to at least 15 days of annual leave***

2.5 It is common for employees to be accorded less than 15 days of annual leave, but the proportion is lower than over a decade ago, along with the rise in

share of high skilled workers who typically enjoy more favourable leave benefits. In 2006, 33% of full-time employees were entitled to 15 to 21 days of annual leave, compared to 25% in 1992. Another 7% had more than 21 days, also up from 5% in 1992.

**CHART 2 : DISTRIBUTION OF FULL-TIME EMPLOYEES BY ANNUAL LEAVE ENTITLEMENT, 1992 -2006 (AS AT JUNE)**



Note : The category '14 days & below' includes employees who are granted 'no fixed number of days of leave'.

***Management staff has longer leave entitlement***

2.6 Management staff continued to have more favourable leave benefits with 72% of them entitled to at least 15 days of annual leave. The share was only 26% among RAF employees.

**TABLE 2 : DISTRIBUTION OF FULL-TIME EMPLOYEES BY ANNUAL LEAVE ENTITLEMENT AND EMPLOYEE TYPE, 2004 and 2006 (AS AT JUNE)**

(%)

Type of Employees	Year	Total	14 Days & Below	15 – 21 Days	Over 21 Days
All Employees	2006	100.0	60.1	32.7	7.3
	2004	100.0	59.0	33.7	7.2
Rank-and-File Employees	2006	100.0	73.8	23.7	2.5
	2004	100.0	71.9	25.5	2.6
Management Staff	2006	100.0	27.8	53.7	18.5
	2004	100.0	29.5	52.7	17.8

Note : (i) The category '14 days & below' includes employees who are granted 'no fixed number of days of leave'.

(ii) '-' refers to nil or negligible.

### ***Higher-end services industries have longer annual leave entitlement***

2.7 Higher-end services industries typically accorded longer leave entitlement. This is especially in the white collar-dominated *Financial Services*, with 83% employees having at least 15 days of annual leave (Appendix 2). In contrast, the vast majority of employees in *Administrative & Support Services* (94%), *Construction* (92%), *Restaurants* (89%), *Real Estate & Leasing* (82%), *Retail Trade* (71%) and *Manufacturing* (66%) have short leave entitlement of below 15 days, reflecting the concentration of RAF employees in these sectors.

## **SICKNESS ABSENTEEISM**

### ***Close to one in two employees took outpatient sick leave***

2.8 Close to half (49%) of employees in the private sector took outpatient sick leave and only 4.1% took hospitalisation leave in 2005. Employees who had taken outpatient sick leave in 2005, on average consumed 4.5 days of sick leave each. The corresponding figure for those on hospitalisation leave was 15 days.

**TABLE 3 : SICKNESS ABSENTEEISM, 2003 and 2005****Proportion of Employees and Average Number of Days of Sick Leave Taken**

	Year	Outpatient Sick Leave	Hospitalisation Leave
Proportion of employees who took sick leave (%)	2005	49.3	4.1
	2003	52.4	3.5
Average no. of days of sick leave taken <u>per employee on sick leave</u>	2005	4.5	15.4
	2003	4.2	15.2
Average no. of days of sick leave taken <u>per employee</u>	2005	2.2	0.6
	2003	2.2	0.5

2.9 While there was no significant difference in the proportion of employees on outpatient sick leave between RAF and management employees, the former consumed longer days of sick leave averaging 4.7 days as compared to 4.0 days among management staff.

**TABLE 4 : SICKNESS ABSENTEEISM BY EMPLOYEE TYPE, 2003 and 2005****Proportion of Employees and Average Number of Days of Sick Leave Taken**

	Year	Rank-and-File Employees		Management Staff	
		Outpatient Leave	Hospitalisation Leave	Outpatient Leave	Hospitalisation Leave
Proportion of employees who took sick leave (%)	2005	49.7	4.3	48.4	3.5
	2003	50.5	3.4	47.9	3.1
Average no. of days of sick leave taken <u>per employee on sick leave</u>	2005	4.7	16.3	4.0	12.9
	2003	4.4	16.1	3.9	12.9
Average no. of days of sick leave taken <u>per employee</u>	2005	2.3	0.7	1.9	0.5
	2003	2.2	0.6	1.9	0.4

2.10 *Construction* had the least proportion (29%) of employees taking outpatient sick leave in 2005. Also, their employees on outpatient sick leave on average took 3.9 days of sick leave which is below the overall norm of 4.5 days (Appendix 3A).

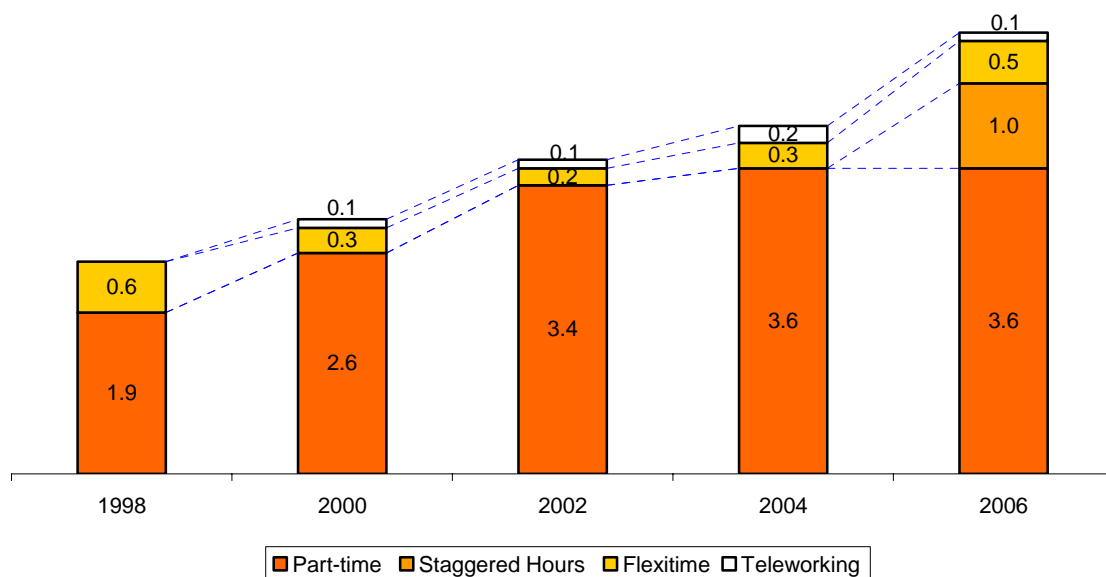
2.11 Similarly, *construction* employees were less likely to be hospitalised (1.7%). However, those who were took longer duration of hospitalisation leave averaging 22 days per hospitalised employee, which is above the overall norm of 15 days (Appendix 3B).

### 3 FLEXIBLE WORKING ARRANGEMENTS

#### *Increasing trend towards flexible working arrangements*

3.1 The proportion of employees on flexible working arrangements continues to rise, although it is still not widely prevalent. In 2006, 5.3% of employees were on flexible work schedules covering part-time, staggered hours, flexi-time and teleworking. This was up from 4.1% in 2004 and 2.6% in 1998. About seven out of ten employees on flexible work arrangements (or 3.6% of all employees) were working part-time in 2006. The other forms of flexible working arrangements such as staggered hours, flexi-time and teleworking accounted for only 1.0%, 0.5% and 0.1% of employees respectively.

**CHART 3 : PROPORTION OF EMPLOYEES ON FLEXIBLE WORKING ARRANGEMENTS, 1998 – 2006 (AS AT JUNE)**



Notes : The option "Staggered Hours" was introduced in 2006.

3.2 Expectedly, RAF employees (4.9%) were more likely to work part-time than management staff (0.6%).

**TABLE 5 : PROPORTION OF EMPLOYEES ON FLEXIBLE WORKING ARRANGEMENTS BY EMPLOYEE TYPE, 2006 (AS AT JUNE)**

(%)

Type of Employees	Total	Office-Based				Flexi-place	
		Part-time	Staggered Hours	Flexitime	Job Sharing/ Splitting	Teleworking	Home working
All Employees	5.3	3.6	1.0	0.5	-	0.1	-
Rank-and-File Employees	5.7	4.9	0.5	0.3	-	-	-
Management Staff	4.3	0.6	2.4	1.1	-	0.2	-

Notes : '-' refers to nil or negligible.

### ***Flexible working arrangements more common in services***

3.3 The *Services* sector had the highest incidence of employees on flexible working arrangements at 8.2%, pulled up by the high proportion of employees working part-time in *Restaurants* (54.3%) and *Retail Trade* (21.5%). *Manufacturing* (1.6%) and *Construction* (0.7%) had much fewer workers on flexible working arrangements ([Appendix 4](#)).

## **4 FAMILY-FRIENDLY EMPLOYMENT PRACTICES**

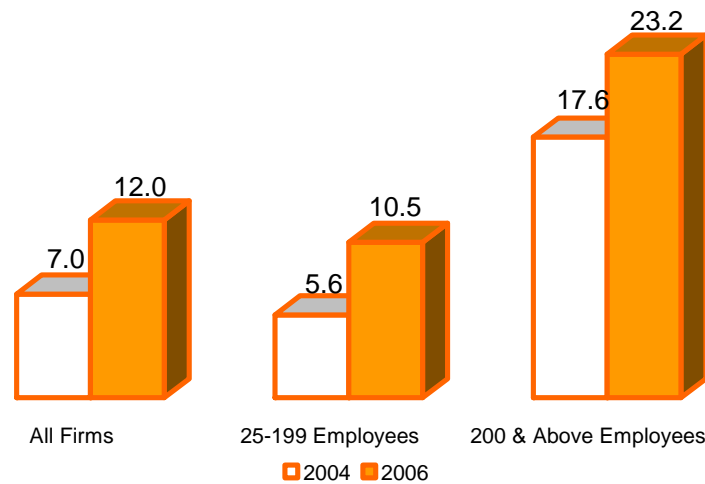
### **PAID FAMILY CARE LEAVE**

#### ***More establishments granting family care leave***

4.1 Paid family care leave refers to paid leave granted to employees for taking care of their children, spouse, elderly parents or other sick family members. It excludes maternity or paternity leave. In 2006, 12% of private sector establishments provided such benefits to majority of their employees, a 5% point jump from 2004. Although smaller establishments saw a marked increase in proportion granting such

benefits, their share (11%) is still less than large establishments (23%). By employee count, more private sector employees (23%) in 2006 were working in establishments with paid family care leave as compared to 2004 (15%).

**CHART 4 : PROPORTION OF ESTABLISHMENTS GRANTING PAID FAMILY CARE LEAVE BY ESTABLISHMENT SIZE, 2004 – 2006 (AS AT JUNE)**



4.2 Close to three in ten (29%) establishments in *Information and Communications* granted paid family care leave to the majority of their employees, followed by *Professional Services* (22%). Conversely, *Administrative & Supporting Services* including *security and building-cleaning services, employment and travel agencies* had the least proportion of establishments granting paid family care leave at 4.4%.

***Mothers typically have more days of leave entitlement to take care of each sick child than fathers***

4.3 Among those who grant paid family care leave, the leave entitlement to take care of each sick child is typically more for the mother (4 days) as compared to the father (2 days). As for taking care of sick parents, the median family care leave entitlement was 2 days a year per parent.

**TABLE 6 : ANNUAL ENTITLEMENT OF PAID FAMILY CARE LEAVE PER CHILD / PARENT  
BY TYPE AND INDUSTRY, 2006 (AS AT JUNE)**

Industry	Proportion of Employees Working in Establishments that Grant Paid Family Leave (%)	Proportion of Establishments Granting Paid Family Care Leave (%)	Annual Entitlement Per Child/Parent (Median Number of Days)		
			Paid Sick Child Leave (for Mother)	Paid Sick Child Leave (for Father)	Paid Sick Parents Leave
Total	23.0	12.0	4	2	2
Manufacturing	14.0	8.7	5	2	2
Construction	7.0	6.7	5	5	s
Services	30.1	14.7	4	2	2
Wholesale and Retail Trade	16.6	9.7	2	2	-
Transport and Storage	36.1	13.4	3	2.5	s
Hotels and Restaurants	18.2	10.3	s	s	s
Information and Communications	44.1	29.1	5	s	-
Financial Services	25.3	17.1	s	s	-
Real Estate and Leasing Services	18.3	13.8	s	s	-
Professional Services	27.8	21.7	3	4	-
Administrative and Support Services	19.0	4.4	s	-	s
Community, Social and Personal Services	60.3	27.6	5	5	3
Others	66.8	33.3	4.5	s	-

Notes : (i) '-' refers to nil or negligible.  
(ii) 's' refers to data suppressed due to small sample.

4.4 Likewise, the maximum annual leave entitlement given to each employee to take care of their sick children is also higher for the mother (5 days) as compared to the father (3 days). A maximum annual leave entitlement of 4 days per employee was given to take care of sick parents.

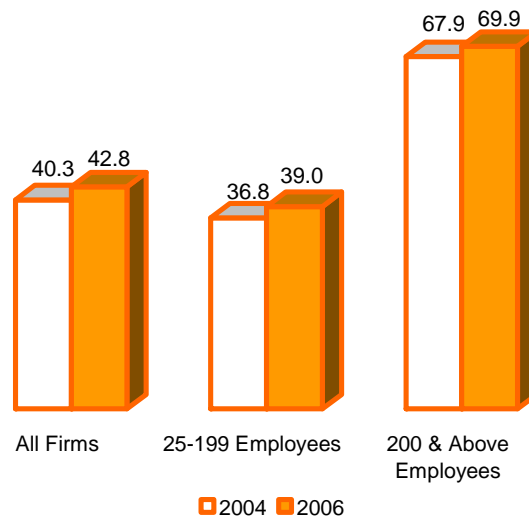
## PAID PATERNITY LEAVE

### ***More establishments granting paid paternity leave***

4.5 Slightly more establishments (43%) granted paid paternity leave to their male employees as compared to 2004 (40%). The larger establishments were more likely to grant paternity leave with close to 70% of them doing so as compared to 39% among the smaller establishments. *Air Transport & Supporting Services* had

the largest proportion of firms having paid paternity leave (87%). On the other hand, only 18% of establishments in the *Construction* industry accorded such benefits to their male employees (Appendix 5).

**CHART 5 : PROPORTION OF ESTABLISHMENTS WHICH GRANT PATERNITY LEAVE BY ESTABLISHMENT SIZE, 2004 and 2006 (AS AT JUNE)**



4.6 Of the establishments that provided paternity leave benefits to their staff, close to two-thirds gave 2 to 3 days of paternity leave per child. *Financial Institutions* were most generous with 11% giving out more than 3 days of paternity leave.

**TABLE 7 : DISTRIBUTION OF ESTABLISHMENTS WITH PAID PATERNITY LEAVE  
BY LENGTH OF ENTITLEMENT BY INDUSTRY, 2006 (AS AT JUNE)**

(%)

Industry	Provision of Paternity Leave Per Child			
	Total	1 day	2 – 3 days	3 days or more
<b>Total</b>	<b>100.0</b>	<b>34.9</b>	<b>63.6</b>	<b>1.5</b>
Manufacturing	100.0	44.2	55.7	0.1
Construction	100.0	30.4	69.6	-
Services	100.0	31.3	66.4	2.3
Wholesale & Retail Trade	100.0	30.6	67.4	1.9
Transport & Storage	100.0	29.5	70.5	-
Hotels & Restaurants	100.0	57.9	42.1	-
Information & Communications	100.0	28.2	68.5	3.2
Financial Services	100.0	21.0	68.2	10.8
Real Estate & Leasing Services	100.0	57.7	42.3	-
Administrative and Support Services	100.0	37.0	63.0	-
Community, Social & Personal Services	100.0	24.7	71.2	4.1
Others	100.0	7.1	92.9	-

Note : (i) '-' refers to nil or negligible.

## 5 CONCLUDING REMARKS

5.1 Although flexible working arrangements have been gaining popularity, they are still not widely prevalent in Singapore. However, more establishments are granting paid family care leave for employees to take care of both their children and elderly parents. A wider availability of flexible and pro-family working arrangements can encourage women and older persons to stay economically active longer and contribute to the workforce.

# Survey Coverage, Methodology, Concepts And Definitions

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## SURVEY COVERAGE AND METHODOLOGY

### Introduction

The *Conditions of Employment Survey, 2006* was conducted by the Manpower Research and Statistics Department of the Ministry of Manpower from 27 June to 31 August 2006. The survey was conducted under the Statistics Act (Chapter 317), 1991.

### Objective

The survey was conducted to look into general employment conditions in the private sector such as work-week pattern, annual leave entitlement and sickness absenteeism. It also examines the prevalence of flexible working arrangements and other pro-family benefits including paid family care leave and paternity leave.

### Coverage

The survey covered establishments in the private sector. A representative sample of establishments with at least 25 employees, stratified by industry, was surveyed. A total of about 2,600 establishments responded, achieving a survey response rate of 91%.

### Methodology

The survey was conducted using mail questionnaires with clarifications made over the phone.

### Reference Period

Most of the information provided in the survey returns was based on the establishments' practice as at 30 June 2006, except for information on sickness absenteeism which was based on data for 2005.

### Data Collected

Establishments were asked to provide information on workweek pattern, flexible working arrangements, annual leave entitlement, sick leave and hospitalisation leave. Information pertaining to the provision of paid family care leave and paternity leave was also collected in the survey.

## **Classification**

The industries of the surveyed establishments were classified according to the Singapore Standard Industrial Classification (SSIC) 2005.

## **CONCEPTS AND DEFINITIONS**

**Office-based Working Arrangement** refers to the arrangement such that employees perform work primarily in the office.

**Normal Part-time Working** refers to the arrangement such that employees have pre-arranged start and finish times with the establishment. The part-timers normally work less than 30 hours in a week. Those who work half-days or only some days per week are included under normal part-time working. Temporary employees who work the normal hours, or those who work 'on and off' or are placed on short work-week, are excluded.

**Staggered Hours** refers to the arrangement such that employees can vary their start and finish times within prescribed limits (e.g. starts times can vary from 7am to 9am with finished times adjusted accordingly).

**Flexi-time** refers to the arrangement such that employees can vary their daily start and finish times to suit their work and personal commitments so long as they work the total hours agreed for an accounting period, usually a week or a month, in the office.

**Job Sharing or Splitting** refers to the arrangement such that the workload of a full-time job is split between two or more people in the office. The job sharers 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. The pay, holidays and other benefits are usually divided in proportion to the number of hours they each work.

**Flexi-place** refers to an arrangement whereby employees perform work in places other than the office. The flexi-place workers may also be required to spend certain 'core' times or days in the office to stay in touch with developments in the establishment.

**Teleworking** refers to a variant of flexi-place where the job is performed using information and communication technologies; these range from personal computers and modems to complex electronic facilities setup for the purpose of networking. For example, employers who need to

travel extensively on business trips would send their completed work back to office by electronic means.

**Homeworking** refers to an arrangement involving employees undertaking work primarily in their homes. It excludes those who are teleworking.

**Annual Leave Entitlement** refers to the leave entitlement of full-time employees for a year of service.

No fixed number of days : This category is for employees who are entitled to annual leave but for which the number of days is not fixed.

**Sickness Absenteeism** refers to the actual sick leave consumed, regardless of paid or unpaid. It includes sick leave under the Workmen's Compensation Act and excludes maternity and annual leave.

**Paid Family Care Leave** refers to the paid leave granted to employees for taking care of their children/spouse/elderly parents/other sick family member(s). It excludes statutory childcare leave under the Employment Act, maternity and paternity leave.

**Paternity Leave** refers to the paid leave granted to male employees on the occasion of the birth of a child.

An establishment is considered to have provided a benefit so long as it is extended to the majority of the staff in either the rank-and-file or management level. In the computation of employee count, it is assumed that when an establishment has a benefit for the majority of employees in a particular employee category, the benefit is extended to all employees in that category.

## APPENDIX 1 WORKWEEK PATTERN

### DISTRIBUTION OF FULL-TIME EMPLOYEES BY TYPE OF WORKWEEK, JUNE 2006

INDUSTRY (SSIC 2005)	Total	5-Day	5½-Day with Reg Sat-Off	5½-Day	6-Day with Reg Sat-Off	6-Day	Shift work	Per Cent
								Others <sup>1</sup>
<b>TOTAL</b>	100.0	39.6	7.2	15.3	2.2	16.4	17.2	2.0
<b>MANUFACTURING</b>	100.0	42.3	4.5	20.3	1.5	7.2	24.0	0.2
Food, Beverages and Tobacco	100.0	23.7	9.0	19.6	4.0	28.0	15.1	0.5
Paper Products and Printing	100.0	49.4	7.7	19.8	-	0.5	22.7	-
Petroleum, Chemical & Pharmaceutical Products	100.0	69.1	2.0	2.5	1.7	-	24.7	-
Rubber & Plastic Products	100.0	32.6	12.2	12.0	3.8	15.0	24.1	0.3
Fabricated Metal Products	100.0	45.7	3.2	25.2	1.2	6.3	18.1	0.3
Machinery and Equipment	100.0	47.6	4.8	28.8	0.8	4.9	13.0	0.1
Electrical Products	100.0	60.7	3.0	10.6	-	4.0	21.7	-
Electronic Products	100.0	47.3	2.3	0.7	0.4	0.7	48.6	-
Medical and Precision Instruments	100.0	72.7	2.6	0.5	2.4	-	21.8	-
Transport Equipment	100.0	26.3	3.6	42.9	2.6	13.4	10.4	0.8
Other Manufacturing Industries	100.0	27.4	10.6	39.8	2.2	13.4	6.7	-
<b>CONSTRUCTION</b>	100.0	7.5	5.5	25.1	4.9	56.7	0.2	0.1
<b>SERVICES</b>	100.0	44.5	9.0	10.8	2.0	13.5	16.9	3.3
<b>Wholesale and Retail Trade</b>	100.0	49.7	8.8	13.3	2.0	14.7	10.1	1.4
Wholesale Trade	100.0	60.3	10.1	13.9	2.2	6.7	5.9	0.9
Retail Trade	100.0	25.0	5.8	12.1	1.7	33.3	19.8	2.4
<b>Transport and Storage</b>	100.0	22.5	12.7	13.8	1.2	13.5	22.8	13.6
Land Transport & Supporting Services	100.0	16.1	9.7	16.9	1.8	39.4	13.8	2.3
Water Transport & Supporting Services	100.0	26.9	11.6	12.7	-	4.7	31.0	13.1
Air Transport & Supporting Services	100.0	20.8	-	0.1	-	0.2	39.2	39.7
Other Transport & Storage Services	100.0	25.1	27.7	24.3	2.9	12.1	7.6	0.2
<b>Hotels and Restaurants</b>	100.0	5.9	5.2	5.6	3.7	32.8	45.5	1.4
Hotels	100.0	3.2	9.7	6.8	1.9	12.0	66.5	-
Restaurants	100.0	7.8	2.1	4.7	5.0	47.4	30.6	2.4
<b>Information and Communications</b>	100.0	78.1	5.2	4.0	0.1	1.0	10.8	0.9
Broadcasting & Publishing	100.0	73.7	3.3	3.7	-	2.3	17.1	-
Telecommunications	100.0	65.2	10.2	3.3	-	1.2	17.8	2.3
IT & Other Information Services	100.0	91.0	1.8	4.7	0.2	0.2	2.0	-
<b>Financial Services</b>	100.0	87.2	2.2	1.2	0.3	3.3	2.7	3.3
Financial Institutions	100.0	87.2	2.5	0.8	-	3.7	3.0	2.8
Insurance	100.0	86.7	0.1	3.7	2.2	-	0.5	6.8
<b>Real Estate and Leasing Services</b>	100.0	24.6	12.7	17.8	4.1	27.3	13.5	-
<b>Professional Services</b>	100.0	73.5	6.9	8.4	1.3	5.4	3.9	0.7
Legal, Accounting & Mgt Services	100.0	77.4	7.0	5.4	1.8	3.1	3.9	1.4
Architectural & Engineering Services	100.0	59.6	10.7	16.1	1.6	6.5	5.5	-
Other Professional Services	100.0	86.6	0.6	2.9	-	8.8	1.1	-
<b>Administrative and Support Services</b>	100.0	11.3	9.2	12.8	7.5	17.9	40.0	1.3
<b>Community, Social and Personal Services</b>	100.0	38.3	13.2	14.4	1.6	12.6	19.4	0.4
Education	100.0	85.5	5.2	4.5	0.2	2.6	1.8	0.2
Health and Social Services	100.0	18.2	20.0	17.3	0.1	8.8	35.3	0.1
Other Community, Social and Personal Services	100.0	23.7	10.6	19.5	5.2	27.7	12.4	0.9
Agriculture, Fishing, Quarrying, Utilities and Sewerage & Waste Mgt	100.0	38.8	9.5	5.0	4.5	24.5	17.6	-

Note : (i) '-' refers to nil or negligible.  
(ii) Shaded cells refer to figures which are above the overall total.

<sup>1</sup> "Others" refers to irregular workweek, less than 5 days etc.

## APPENDIX 2 ANNUAL LEAVE ENTITLEMENT

### DISTRIBUTION OF FULL-TIME EMPLOYEES BY TYPE OF ANNUAL LEAVE ENTITLEMENT, JUNE 2006

INDUSTRY (SSIC 2005)	Total	Per Cent		
		14 Days or Less	15 – 21 Days	Over 21 Days
<b>TOTAL</b>	<b>100.0</b>	60.1	32.7	7.3
<b>MANUFACTURING</b>	<b>100.0</b>	65.5	31.6	2.8
Food, Beverages and Tobacco	100.0	75.4	20.7	4.0
Paper Products and Printing	100.0	72.5	23.8	3.8
Petroleum, Chemical & Pharmaceutical Products	100.0	27.0	54.4	18.6
Rubber & Plastic Products	100.0	79.4	20.0	0.6
Fabricated Metal Products	100.0	81.6	17.7	0.8
Machinery and Equipment	100.0	68.5	30.7	0.8
Electrical Products	100.0	57.5	40.8	1.7
Electronic Products	100.0	54.7	43.8	1.5
Medical and Precision Instruments	100.0	49.8	45.3	4.9
Transport Equipment	100.0	74.8	22.8	2.4
Other Manufacturing Industries	100.0	73.2	24.7	2.1
<b>CONSTRUCTION</b>	<b>100.0</b>	91.6	7.3	1.1
<b>SERVICES</b>	<b>100.0</b>	50.6	38.4	11.0
<b>Wholesale and Retail Trade</b>	<b>100.0</b>	58.0	37.4	4.6
Wholesale Trade	100.0	52.5	42.2	5.3
Retail Trade	100.0	70.7	26.3	3.0
<b>Transport and Storage</b>	<b>100.0</b>	46.6	43.4	10.0
Land Transport & Supporting Services	100.0	48.1	50.9	1.0
Water Transport & Supporting Services	100.0	50.8	33.8	15.4
Air Transport & Supporting Services	100.0	25.1	54.3	20.6
Other Transport & Storage Services	100.0	60.5	36.8	2.7
<b>Hotels and Restaurants</b>	<b>100.0</b>	78.1	17.2	4.7
Hotels	100.0	62.1	27.0	11.0
Restaurants	100.0	89.0	10.6	0.4
<b>Information and Communications</b>	<b>100.0</b>	34.0	58.0	8.0
Broadcasting & Publishing	100.0	15.6	68.3	16.1
Telecommunications	100.0	23.8	67.7	8.5
IT & Other Information Services	100.0	54.0	42.9	3.0
<b>Financial Services</b>	<b>100.0</b>	17.1	51.7	31.2
Financial Institutions	100.0	15.3	50.1	34.5
Insurance	100.0	29.4	62.4	8.2
<b>Real Estate and Leasing Services</b>	<b>100.0</b>	81.9	16.3	1.7
<b>Professional Services</b>	<b>100.0</b>	43.8	48.8	7.5
Legal, Accounting & Mgt Services	100.0	36.3	55.1	8.6
Architectural & Engineering Services	100.0	64.6	31.9	3.5
Other Professional Services	100.0	28.5	60.4	11.1
<b>Administrative and Support Services</b>	<b>100.0</b>	94.2	5.3	0.5
<b>Community, Social and Personal Services</b>	<b>100.0</b>	36.8	43.0	20.1
Education	100.0	29.0	41.5	29.5
Health and Social Services	100.0	20.9	55.6	23.5
Other Community, Social and Personal Services	100.0	67.9	25.8	6.3
<b>Agriculture, Fishing, Quarrying, Utilities and Sewerage &amp; Waste Mgt</b>	<b>100.0</b>	64.0	28.8	7.2

Note : (i) '-' refers to nil or negligible.  
(ii) Shaded cells refer to figures which are above the overall total.  
(iii) The category '14 days & below' includes employees who are granted 'no fixed number of days of leave'.

## APPENDIX 3A SICKNESS ABSENTEEISM

### PROPORTION OF EMPLOYEES WHO TOOK OUTPATIENT SICK LEAVE AND AVERAGE NUMBER OF DAYS OF OUTPATIENT SICK LEAVE TAKEN, 2005

INDUSTRY (SSIC 2005)	Proportion of Employees Who Took Outpatient Sick Leave (%)	Average No. of Days of Outpatient Sick Leave Taken Per Employee on Outpatient Sick Leave	Average Days of Outpatient Sick Leave Taken Per Employee
<b>TOTAL</b>	49.3	4.5	2.2
<b>MANUFACTURING</b>	55.1	4.5	2.5
Food, Beverages and Tobacco	46.2	4.2	1.9
Paper Products and Printing	56.5	4.9	2.8
Petroleum, Chemical & Pharmaceutical Products	58.3	4.9	2.8
Rubber & Plastic Products	56.2	4.1	2.3
Fabricated Metal Products	53.8	4.5	2.4
Machinery and Equipment	55.1	4.3	2.4
Electrical Products	57.5	4.1	2.3
Electronic Products	65.0	4.9	3.2
Medical and Precision Instruments	59.2	4.6	2.7
Transport Equipment	43.8	4.3	1.9
Other Manufacturing Industries	54.2	3.7	2.0
<b>CONSTRUCTION</b>	28.6	3.9	1.1
<b>SERVICES</b>	50.2	4.5	2.3
<b>Wholesale and Retail Trade</b>	49.2	4.3	2.1
Wholesale Trade	51.0	4.2	2.1
Retail Trade	45.8	4.4	2.0
<b>Transport and Storage</b>	51.5	4.9	2.5
Land Transport & Supporting Services	52.5	5.0	2.6
Water Transport & Supporting Services	35.5	4.0	1.4
Air Transport & Supporting Services	61.0	5.3	3.3
Other Transport & Storage Services	57.6	5.0	2.9
<b>Hotels and Restaurants</b>	41.0	3.7	1.5
Hotels	53.8	4.9	2.6
Restaurants	35.1	2.8	1.0
<b>Information and Communications</b>	56.9	4.6	2.6
Broadcasting & Publishing	49.9	4.5	2.3
Telecommunications	79.3	5.4	4.3
IT & Other Information Services	40.4	3.5	1.4
<b>Financial Services</b>	57.2	4.4	2.5
Financial Institutions	57.7	4.4	2.5
Insurance	53.4	4.5	2.4
<b>Real Estate and Leasing Services</b>	45.2	3.9	1.8
<b>Professional Services</b>	57.4	4.3	2.5
Legal, Accounting & Mgt Services	60.3	4.6	2.8
Architectural & Engineering Services	52.6	4.2	2.2
Other Professional Services	58.0	3.7	2.2
<b>Administrative and Support Services</b>	36.7	4.0	1.5
<b>Community, Social and Personal Services</b>	51.7	5.1	2.7
Education	34.5	5.2	1.8
Health and Social Services	64.3	5.5	3.6
Other Community, Social and Personal Services	49.6	4.4	2.2
<b>Agriculture, Fishing, Quarrying, Utilities and Sewerage &amp; Waste Mgt</b>	43.0	4.8	2.0

Note : (i) Shaded cells refer to figures which are above the overall total.

## APPENDIX 3B SICKNESS ABSENTEEISM

### PROPORTION OF EMPLOYEES WHO TOOK HOSPITALISATION LEAVE AND AVERAGE NUMBER OF DAYS OF HOSPITALISATION LEAVE TAKEN, 2005

INDUSTRY (SSIC 2005)	Proportion of Employees Who Took Hospitalisation Leave (%)	Average No. of Days of Hospitalisation Leave Taken Per Employee on Sick Leave	Average Days of Hospitalisation Leave Taken Per Employee
<b>TOTAL</b>	4.1	15.4	0.6
<b>MANUFACTURING</b>	4.7	13.5	0.6
Food, Beverages and Tobacco	3.4	16.0	0.5
Paper Products and Printing	2.7	21.1	0.6
Petroleum, Chemical & Pharmaceutical Products	4.7	12.1	0.6
Rubber & Plastic Products	3.4	17.6	0.6
Fabricated Metal Products	3.3	17.6	0.6
Machinery and Equipment	5.0	10.8	0.5
Electrical Products	3.7	22.0	0.8
Electronic Products	6.5	10.5	0.7
Medical and Precision Instruments	4.3	13.0	0.6
Transport Equipment	4.6	16.3	0.7
Other Manufacturing Industries	2.4	18.0	0.4
<b>CONSTRUCTION</b>	1.7	22.2	0.4
<b>SERVICES</b>	4.2	16.0	0.7
<b>Wholesale and Retail Trade</b>	3.2	16.4	0.5
Wholesale Trade	3.5	16.0	0.6
Retail Trade	2.7	17.4	0.5
<b>Transport and Storage</b>	6.5	18.0	1.2
Land Transport & Supporting Services	5.0	27.1	1.3
Water Transport & Supporting Services	2.5	16.1	0.4
Air Transport & Supporting Services	11.7	20.0	2.3
Other Transport & Storage Services	7.0	10.4	0.7
<b>Hotels and Restaurants</b>	2.7	16.7	0.5
Hotels	5.3	19.5	1.0
Restaurants	1.5	12.3	0.2
<b>Information and Communications</b>	3.8	16.2	0.6
Broadcasting & Publishing	3.6	18.4	0.7
Telecommunications	5.9	14.7	0.9
IT & Other Information Services	2.0	18.4	0.4
<b>Financial Services</b>	5.3	11.3	0.6
Financial Institutions	5.5	11.0	0.6
Insurance	4.2	13.9	0.6
<b>Real Estate and Leasing Services</b>	3.2	16.2	0.5
<b>Professional Services</b>	2.9	14.1	0.4
Legal, Accounting & Mgt Services	3.0	11.9	0.4
Architectural & Engineering Services	2.4	18.8	0.5
Other Professional Services	3.3	13.4	0.4
<b>Administrative and Support Services</b>	2.2	19.0	0.4
<b>Community, Social and Personal Services</b>	5.1	16.1	0.8
Education	2.4	14.8	0.4
Health and Social Services	8.3	15.5	1.3
Other Community, Social and Personal Services	3.2	19.3	0.6
<b>Agriculture, Fishing, Quarrying, Utilities and Sewerage &amp; Waste Mgt</b>	4.5	17.1	0.8

Note : (i) Shaded cells refer to figures which are above the overall total.

## APPENDIX 4 FLEXIBLE WORKING ARRANGEMENTS

### PROPORTION OF EMPLOYEES BY TYPE OF FLEXIBLE WORKING ARRANGEMENT, JUNE 2006

INDUSTRY (SSIC 2005)	Per Cent					
	Total	Office-Based			Flexiplace	
		Part-Time	Staggered Hours Option	FlexiTime	Teleworking	Homeworking
<b>TOTAL</b>	5.3	3.6	1.0	0.5	0.1	-
<b>MANUFACTURING</b>	1.6	0.6	0.5	0.5	-	-
Food, Beverages and Tobacco	3.0	1.5	-	1.5	-	-
Paper Products and Printing	-	-	-	-	-	-
Petroleum, Chemical & Pharmaceutical Products	2.9	0.3	2.2	-	0.4	0.1
Rubber & Plastic Products	1.8	1.3	-	0.4	0.1	-
Fabricated Metal Products	0.4	0.4	-	-	-	-
Machinery and Equipment	1.5	0.4	-	1.1	-	-
Electrical Products	0.1	0.1	-	-	-	-
Electronic Products	0.5	0.1	-	0.3	-	-
Medical and Precision Instruments	11.5	0.4	9.4	1.7	-	-
Transport Equipment	1.8	1.4	-	0.3	-	0.1
Other Manufacturing Industries	2.0	0.7	0.6	0.7	-	-
<b>CONSTRUCTION</b>	0.7	0.7	-	-	-	-
<b>SERVICES</b>	8.2	5.8	1.6	0.7	0.1	-
<b>Wholesale and Retail Trade</b>	8.5	7.2	0.7	0.2	0.4	-
Wholesale Trade	2.9	1.2	0.9	0.3	0.4	-
Retail Trade	21.5	20.9	0.2	-	0.3	-
<b>Transport and Storage</b>	2.5	1.8	0.6	0.1	-	-
Land Transport & Supporting Services	0.9	0.7	0.2	-	-	-
Water Transport & Supporting Services	2.5	0.3	1.8	0.4	-	-
Air Transport & Supporting Services	1.0	1.0	-	-	-	-
Other Transport & Storage Services	5.1	4.9	0.2	-	-	-
<b>Hotels and Restaurants</b>	31.9	31.8	-	0.1	-	-
Hotels	0.3	0.3	-	-	-	-
Restaurants	54.3	54.1	-	0.1	-	-
<b>Information and Communications</b>	9.9	2.9	5.0	2.0	-	-
Broadcasting & Publishing	31.3	6.3	25.0	-	-	-
Telecommunications	4.3	4.1	0.2	-	-	-
IT & Other Information Services	5.0	0.3	-	4.6	-	-
<b>Financial Services</b>	4.5	1.9	2.5	0.1	-	-
Financial Institutions	2.1	1.9	-	0.1	-	-
Insurance	20.9	1.4	19.5	-	-	-
<b>Real Estate and Leasing Services</b>	4.0	4.0	-	-	-	-
<b>Professional Services</b>	7.3	0.9	2.6	3.7	-	-
Legal, Accounting & Mgt Services	6.6	1.6	4.3	0.7	-	-
Architectural & Engineering Services	3.9	0.1	-	3.8	-	-
Other Professional Services	14.0	0.4	3.1	10.5	-	-
<b>Administrative and Support Services</b>	2.5	2.2	-	0.3	-	-
<b>Community, Social and Personal Services</b>	9.4	5.0	3.3	0.9	0.1	-
Education	7.7	5.8	0.2	1.6	-	-
Health and Social Services	9.4	3.8	5.6	-	-	-
Other Community, Social and Personal Services	11.0	6.2	2.9	1.6	0.3	0.1
<b>Agriculture, Fishing, Quarrying, Utilities and Sewerage &amp; Waste Mgt</b>	4.7	4.2	0.5	-	-	-

Note : (i) '-' refers to nil or negligible.  
(ii) Shaded cells refer to figures which are above the overall total.

## APPENDIX 5 PAID PATERNITY LEAVE

### PROPORTION OF ESTABLISHMENTS WHICH PROVIDED PAID PATERNITY LEAVE AND ENTITLEMENT PER CHILD, JUNE 2006

INDUSTRY (SSIC 2005)	Proportion of Firms with Paid Paternity Leave (%)	Annual Entitlement (Median) (Days Per Child)
<b>TOTAL</b>	42.8	2.0
<b>MANUFACTURING</b>	50.1	2.0
Food, Beverages and Tobacco	32.5	2.0
Paper Products and Printing	46.7	2.0
Petroleum, Chemical & Pharmaceutical Products	82.2	2.0
Rubber & Plastic Products	53.9	2.0
Fabricated Metal Products	63.6	1.0
Machinery and Equipment	54.8	1.0
Electrical Products	51.3	2.0
Electronic Products	77.8	2.0
Medical and Precision Instruments	83.0	2.0
Transport Equipment	23.2	2.0
Other Manufacturing Industries	41.4	1.0
<b>CONSTRUCTION</b>	17.5	2.0
<b>SERVICES</b>	46.5	2.0
<b>Wholesale and Retail Trade</b>	47.4	2.0
Wholesale Trade	49.2	2.0
Retail Trade	39.6	2.0
<b>Transport and Storage</b>	44.3	2.0
Land Transport & Supporting Services	24.8	2.0
Water Transport & Supporting Services	47.9	2.0
Air Transport & Supporting Services	86.5	3.0
Other Transport & Storage Services	45.2	2.0
<b>Hotels and Restaurants</b>	40.5	1.0
Hotels	82.4	2.0
Restaurants	32.9	1.0
<b>Information and Communications</b>	68.1	2.0
Broadcasting & Publishing	73.7	2.0
Telecommunications	75.0	2.0
IT & Other Information Services	64.3	2.0
<b>Financial Services</b>	61.9	2.0
Financial Institutions	63.6	2.0
Insurance	53.7	2.0
<b>Real Estate and Leasing Services</b>	50.9	1.0
<b>Professional Services</b>	53.2	2.0
Legal, Accounting & Mgt Services	53.9	2.0
Architectural & Engineering Services	44.4	2.0
Other Professional Services	62.4	2.0
<b>Administrative and Support Services</b>	22.1	2.0
<b>Community, Social and Personal Services</b>	44.1	2.0
Education	52.1	3.0
Health and Social Services	51.6	2.0
Other Community, Social and Personal Services	38.6	2.0
<b>Agriculture, Fishing, Quarrying, Utilities and Sewerage &amp; Waste Mgt</b>	33.3	3.0

Note : Shaded cells refer to figures which are above the overall total.

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