

## **APEC Secretariat Staff Remuneration Package**

### **Salaries**

Successful candidates are offered competitive salaries commensurate with their qualifications, work experience and skills. Increments based on their respective salary scales are awarded annually.

### **Annual Variable Bonuses**

Annual variable bonuses are awarded to staff members based on their performance and conduct.

### **Central Provident Fund (CPF) Contributions**

Staff members and the Secretariat are required by the Singapore Government to contribute to the CPF based on the prevailing rates payable by the employer and employee. The contributions can be used for medical expenses, mortgage payments and retirement needs.

### **Other Service Benefits**

(a) **Medical and Dental Benefits:** Staff members are insured for outpatient and dental treatment and hospitalization. In addition, outpatient medical consultations and medicines are reimbursed up to a maximum of S\$450 per calendar year.

(b) **Group Term Life/Total Permanent Disability Insurance:** Staff members are also insured for death and total permanent disability.

(c) **Leave Eligibility:**

We observe a 5-day work week. Office hours are from 8.30 am to 5.30 pm, with a 1-hour lunch break. We also follow the 11 gazetted public holidays of Singapore. Staff members are entitled to the following types of leave:

- *Annual Leave\** – 14 days per annum for the first year. An additional days leave is added to staff members' annual leave entitlements for each year of service thereafter, up to a maximum of 21 days
- *Annual Medical Leave\** – 14 days per year; may be extended up to 60 days, where hospitalisation is required
- *Birthday Leave\** – 1 day off
- *Annual Child Medical Leave\** – Up to 5 days per year per child, subject to a maximum of 15 days per year
- *Annual Childcare Leave\** – Up to 2 days unconditional leave from the 5 days child medical leave for a child below 7 years of age. A maximum of 2 days may be claimed per parent, irrespective of the number of children under 7.
- *Annual Aged Parent/Parent-in-Law Medical Leave\** – Up to 5 days
- *Compassionate Leave\** – Up to 5 days

- *Maternity Leave*\* – 8 weeks of maternity leave for married female staff members (employees who are Singapore national may be given another 8 weeks, which is paid for by the Singapore Government)

\* Terms and conditions may vary.

(d) **Flexible Working Hours:** Employees with valid reasons are allowed to work flexible hours or part time so long as the arrangement does not affect the operational effectiveness of the Secretariat.

(e) **Long and Meritorious Service Award:** These five (5) and ten (10) year awards are presented to deserving staff members.

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