

“Safe Rest Days for Process Industry” Webinar on 30 October 2020 Frequently Asked Questions (FAQs)

General

Question 1:

What are staggered rest days and why is it compulsory to implement them?

Answer:

Staggered rest days are used to help stagger the rest days of Work Permit and S Pass holders in construction, marine and process sectors across an entire week.

Staggering rest days will spread out the number of workers exiting their dormitories for leisure across the week. It is an important measure to help your workers enjoy their rest days safely while mitigating the risks of COVID-19 transmissions.

Question 2:

Which workers must have staggered rest days?

Answer:

Staggered rest days apply to all Work Permit holders and S Pass holders in the construction (hired under construction accounts), marine and process sectors.

This is regardless of where they work (i.e. construction site or non-construction site) and where they stay (i.e. dormitory or non-dormitory).

Question 3:

Do I have to strictly enforce my Work Permit holder and S Pass holders who are residing in non-dormitory (i.e. HDBs)?

Answer:

Yes. Staggered rest days apply to all Work Permit holders and S Pass holders in the construction (hired under construction accounts), marine and process sectors. This is regardless of where they work (i.e. construction site or non-construction site) and where they stay (i.e. dormitory or non-dormitory).

Question 4:

Which day should I assign the rest day to my worker who is now resting on Saturday and Sunday?

Answer:

You should assign the rest day assigned to his project, which may be a weekday. If the worker’s project has not been assigned a rest day, then you should assign Saturday as the rest day. This will allow those who are residing in dormitories to apply for an Exit Pass leave their dormitories to visit a Recreation Centre on a Saturday. In addition, they can also rest within the dormitory on Sunday, but cannot go out for leisure on Sunday.

Question 5:

Can we impose penalties like work suspension on workers who fail to adhere to rules and regulations on “exit pass”? i.e. late return to dormitory, failure to check-in QR code/sanitise.

Answer: No. Companies should start with an internal warning to workers who do not comply with the exit pass system. If there are repeated or recalcitrant cases, please let MOM know who these workers are.

Question 6:

I have Work Permit and S-Pass holders in manufacturing or services sectors. Do they need staggered rest days?

Answer:

No. Staggered rest days only apply to Work Permit holders and S Pass holders hired under construction, marine and process sectors.

Question 7:

Understand that the deadline for companies to allocate their Process workers' rest days have been extended beyond 31st Oct 2020. Will the AccessCode of these workers turn Red because of this requirement?

Answer:

No, the AccessCode for Process workers will not turn Red due to unassigned rest days if companies did not do so before the 31st Oct 2020 deadline.

However, PCM companies and E&C Plant Owners should work closely to select the appropriate rest day options for their process sector account Work Permit and S-Pass holders, taking into account their contractual agreements and manpower deployment requirements. **We urge both parties to take prompt actions to comply with the assignment of rest days and submit the appeal where applicable by 20 November (Fri), before enforcement actions commence.** This applies to both workers staying in dormitories as well as workers staying outside dormitories. However, workers not living in dormitories will not be required to apply for an Exit Pass to leave their residence on their assigned rest day.

Question 8:

At this current moment in time, will workers be allowed to apply for an exit pass on Sunday since it is the 'defaulted' setting.

Answer:

No. If the worker does not have a rest day assigned by their employer, they are allowed to choose between Monday to Saturday. Sundays are reserved for workers who are unable to rest on any other days due to the nature of their work.

Assigning Sunday as rest day

Question 9:

Which group of Process workers can be assigned Sunday as their rest day? Will it be automatic?

Answer:

For routine process maintenance workers who have to work 6 days a week (including Saturdays), employers can appeal for Sunday to be assigned as the rest day.

To appeal for Sunday or Rotated rest day (Mon-Sat) options, PCM companies can submit an appeal via the following Form.SG link:

<https://www.go.gov.sg/appeal-restday-process>

In addition to contact details, PCM companies will be required to submit an excel file containing details of their workers' FIN numbers as well as **names of the end client(s)/plant owner customer(s) and main**

contractor(s) where applicable, that the PCM company is providing routine process maintenance and/or turnaround maintenance/shift work services for.

For workers involved in routine process maintenance work, the requested rest day should be “Sunday” = 7.

For workers involved in turnaround maintenance or shift work, the requested rest day should be “Rotated rest day (Mon-Sat)” = 8.

Question 10:

I am unable to select Sunday as my Process workers’ rest day. How can we appeal?

Answer:

To appeal for Sunday or Rotated rest day (Mon-Sat) options, PCM companies can submit an appeal via the following Form.SG link:

<https://www.go.gov.sg/appeal-restday-process>

In addition to contact details, PCM companies will be required to submit an excel file containing details of their workers’ FIN numbers as well as **names of the end client(s)/plant owner customer(s) and main contractor(s)** where applicable, that the PCM company is providing routine process maintenance and/or turnaround maintenance/shift work services for.

For workers involved in routine process maintenance work, the requested rest day should be “Sunday” = 7.

For workers involved in turnaround maintenance or shift work, the requested rest day should be “Rotated rest day (Mon-Sat)” = 8.

Question 11:

We are the main contractor and our Construction Work Permit holders working in the process plants which is closed on Sundays. Can we appeal for these workers to rest on Sundays?

Answer:

Yes, employers will need to submit an appeal via [this link](#). However, all appeals will be assessed on a case to case basis and any decision reached will be final.

Rotated Rest Day

Question 12:

What is “Rotated Rest Day” arrangement?

Answer:

Rotated Rest Day allows your workers to rest on one specific day between Monday to Saturday, including different days each week, without a need for the employer to update the Safe@work system each week.

Question 13:

Which group of Process workers can be under the “Rotated Rest Day” arrangement? Will it be automatic?

Answer:

Only workers carrying out Turnaround Maintenance, or shift work, will be under the ‘Rotated Rest Day’ arrangement, as these workers should already be working 7 days a week / based on client project schedule.

To appeal for Sunday or Rotated rest day (Mon-Sat) options, PCM companies can submit an appeal via the following Form.SG link:

<https://www.go.gov.sg/appeal-restday-process>

In addition to contact details, PCM companies will be required to submit an excel file containing details of their workers' FIN numbers as well as **names of the end client(s)/plant owner customer(s) and main contractor(s)** where applicable, that the PCM company is providing routine process maintenance and/or turnaround maintenance/shift work services for.

For workers involved in routine process maintenance work, the requested rest day should be "Sunday" = 7.

For workers involved in turnaround maintenance or shift work, the requested rest day should be "Rotated rest day (Mon-Sat)" = 8.

Question 14:

After a worker has visited a clinic, he is held for two weeks before he was sent to stay at an isolation centre for more than a month. Is this the Government's usual practice?

Answer:

Workers who are suspected to have contracted COVID-19 will have to go through the necessary isolation period to protect themselves as well as the public at large.

OT Pay

Question 15:

Can my workers work on their assigned rest days? How is the OT calculated? Can we replace OT with Off-in-Lieu?

Answer:

Yes, workers can work on their assigned rest day if they consent to this.

As the assigned rest day is an official rest day, any work performed is subjected to the overtime pay rate of at least two times the basic rate, as legislated under the Employment Act. Overtime pay cannot be replaced with Off-in-Lieu.

Please be reminded that all manual workers, including Work Permit Holders, are protected under [Part 4 of the Employment Act](#).

Question 16:

If a worker works 5.5 days a week, and Saturday is assigned as a rest day, is it correct for the company to pay 1.5x rate after working the 4 hours on Saturday?

Answer: As Saturday is the assigned rest day, employers have to pay 2 days' salary for asking their workers to work the full rest day. Overtime on a rest day is payable at a rate of at least 1.5 times of basic pay after normal hours of work (8 hours if not specified).

Question 17:

Do we need to change our employment letter if the rest day is changed?

Answer:

Yes, employers should inform the workers on the new rest day and update any employment terms to reflect this change, as well as the respective overtime pay.

Question 18:

If Sunday is no longer his rest day, what is the overtime pay on Sunday? What is the overtime limit?

Answer: There is no change in overtime pay on work on a non-rest day (at least 1.5 times the basic rate), which can be a Sunday. The overtime limitation is 72 hours per month. For each day, overtime is payable beyond 8 hours if it is a 6-day work week and 9 hours if it is a 5-day work week.

Others

Question 19:

My workers applied through SGWorkPass for DormExit on their assigned staggered rest day but dormitory management does not allow them to exit. Does this mean that dormitory management are not complying with MOM instructions? What is the guidance on this?

Answer:

Workers who have a valid exit pass cannot be prohibited from leaving the dormitory on the rest day. Correspondingly, the Employment of Foreign Manpower Regulations was amended on 14 September to criminalise this act. Please inform MOM if there are any cases of non-compliance.

However, if there is a Covid-positive case detected in a dormitory, then all Exit Pass privileges for the residents of that dormitory will be suspended temporarily. The necessary testing will be done before the dormitory residents can go out for leisure again.

Question 20:

Can my workers choose which RC to go to on their assigned rest day?

Answer:

No. Workers will be able to see the RC assigned to them from 1 November 2020 via the SG WorkPass app based on the dormitory that they are residing. In the meantime, they should check with their dorm operator on the assigned RC.

Question 21:

Do I have to arrange transport for my workers' RC visit?

Answer:

You are encouraged to arrange transport for workers if you wish to exercise greater control over the movements on rest days between the dormitory and the RCs. For example, workers working overtime during their rest days can apply for an exit pass to visit an RC on their way back using the company vehicle.

Question 22:

Do we need to apply to dorm operator if my worker needs to work on their rest day?

Answer:

No. But dorm operators will have to be updated on work schedules to better facilitate their awareness on which dormitory resident will be leaving the dormitory to work on their rest day.

Question 23:

If my worker has already applied for exit pass for 3-hours RC visit, do I as an employer still need to apply for MOM exit pass?

Answer:

No, exit passes will be applied by workers directly and the employer does not need to be involved in the application process.

Question 24:

Is there a quota for the exit pass?

Answer:

Yes, as there is a daily quota for the exit pass to prevent overcrowding at the RCs, approvals will be based on a first-come-first-serve basis.