



Preparing for your Migrant Domestic Worker's Rest Days

A Guide for Employers



Content Page



Implementing Rest Days	3
-------------------------------	----------



How Can Rest Days Be Taken?	4
------------------------------------	----------



Alternative Care Options	5
---------------------------------	----------



Activities: Aligning Expectations, and Record Sheet	6
--	----------



Courses & Activities for MDWs	11
--	-----------



Support Channels for MDWs	14
----------------------------------	-----------



Frequently Asked Questions	15
-----------------------------------	-----------

Information contained in this guide is accurate at the time of publication.

Implementing Rest Days

Things you need to know about the enhanced rest day policy

From 1 Jan 2023, employers are required to provide their Migrant Domestic Workers (MDWs) with at least one rest day a month that cannot be compensated away.



The enhanced rest day policy will allow MDWs to rest and recharge from their work, as well as interact with their own network of friends.



How much do I need to pay my MDW for each rest day worked?

Refer to the worked example below for more information.

1. Currently, MDWs are entitled to one rest day a week, which can be compensated in-lieu if the MDW agrees to work on her rest day.
2. Assuming that your MDW currently does not take any rest day and draws a basic monthly salary of **\$650** (before any compensation in-lieu of rest day)



$$\text{1 day's salary} = \$650 \div 26 \text{ days} = \underline{\$25}$$

3. Assuming the agreement moving forward is for her to take one rest day on the second Sunday of each month.



$$\text{Payment for rest days not used} = \$25 \times 3 \text{ days} = \underline{\$75}$$

$$\text{Salary for the month} = \$650 + \$75 = \underline{\$725}$$

How Can Rest Days Be Taken?

As different households have their own unique needs, employers and MDWs should openly discuss their respective needs and mutually agree on the rest day arrangements.

Flexibilities in rest day arrangements



Your MDW's rest day can be taken as **two half days** if there is mutual agreement.



A rest day can be deferred by a maximum of **one** month with mutual agreement.



If there are changes to your MDW's rest day arrangements, update MOM via the [FDW eService](#).



Useful Tips:

- *Your MDW's rest day need not be on a Sunday – it could also be on a weekday or a Saturday, if both parties agree.*
- *Most employers provide their MDWs with at least eight hours of continuous break (on top of sleeping hours and meal breaks etc.) to ensure they get enough rest.*

Employers should provide new MDWs with a rest day within the first month of her employment contract. E.g. if an MDW starts work on 15 Jan 2023, her first non-compensable rest day should be taken by 14 Feb 2023. Subsequently, there must be at least one non-compensable rest day within each calendar month, i.e. in March, April and so on.

REST DAYS
REST DAYS

Alternative Care Options

You may have family members that require constant attention and care.

To find alternative care giving arrangement for an **elderly loved one**, you may wish to contact Agency for Integrated Care (AIC) or refer [here](#) for resources on caregiving.

- Enrolling your elderly loved one into a [Day Care Centre](#) could ensure continuity of care when your MDW is away. It is suitable for seniors who require some supervision, or need some assistance with daily care activities. Some centres also provide respite care during weekends.
- [Home Personal Care](#) services are also provided by professionals to assist with Activities of Daily Living. You will need to get a referral from a hospital, polyclinic, or General Practitioner to tap on the service.



<https://www.aic.sg/>

If you are a caregiver for a **person with disability**, you may wish to refer to SG Enable's [first-stop resource portal](#), the Enabling Guide, for relevant information and resources.

- To ensure continuity of care when your MDW is away, you may consider enlisting the help of your family members, or tapping on these [Self-Care and Respite services](#).



<https://www.enablingguide.sg/>



[Relevant caregiving courses](#) are available.

For more information, contact the **Agency for Integrated Care (AIC)** at 1800 650 6060, or **SG Enable** at 1800 858 5885.



Activity: Aligning Expectations of the Rest Day

It is important to maintain open communication with your MDW as she goes about her rest days. You may use the following template to kickstart a conversation with your MDW and better understand each other's preferences.

Mutually agree and document any changes to the rest day arrangements.



Employer's name 's
preference

1. Circle your preferred day:

M T W T F S S

2. What are 2 key concerns with the mandatory rest day arrangement:

1. _____

2. _____

3. What tips and precautions would you advise your MDW when she does on her rest day?

1. _____

2. _____

MDW's name 's
preference

1. Circle your preferred day:

M T W T F S S

2. What are 2 key concerns with the mandatory rest day arrangement:

1. _____

2. _____

3. What are 2 things you would do on your rest day?

1. _____

2. _____

Activity: Aligning Expectations of the Rest Day

Use the following template to discuss the details of your MDW’s rest day plan.

Our shared plan



Today, _____ and _____
had a discussion on rest days.

Here’s what we have discussed!



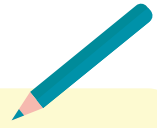
_____’s rest day:

M T W T F S S



Key concerns from both parties	What can be done to address them

Activity: Aligning Expectations of the Rest Day



Some of our shared expectations are...

List out some **DOs** and **DON'Ts**



DOs



DON'Ts

Activity: Aligning Expectations of the Rest Day



We talked about some places or things that _____ could visit or do on her rest day, which includes:

There is a need to take precautions when going out. We talked about some potential unwelcome scenarios and how to avoid them, for e.g., if _____ is approached for her number, if _____ is running late in returning home, if _____ has lost her way home.

If _____

Then _____

If _____

Then _____

If _____

Then _____

Of course, if _____ wants to take her rest day at home, she can do so too!

Record Sheet

It may be useful to keep a record of your MDW's rest days to avoid any misunderstandings.



Date	Rest day start time	Rest day end time	Employer's signature	MDW's signature

Courses & Activities for MDWs



Your MDW can consider signing up for courses or participating in activities organised by our partners.



Courses & Activities for MDWs

The non-governmental organisation, [AIDHA](#) teaches financial literacy through courses for your MDW!



List of Courses offered by AIDHA (payable)

Course Name

Course Objectives



Module 1:
Manage Your Money
& Tech

- ✓ Learn how to save, budget, plan and stick to a budget.
- ✓ Improve relevant and practical IT skills on computer and phone.



Module 2:
Plan Your Financial
Future

- ✓ Develop an achievable long-term personal financial plan.



Module 3:
Start Your Business

- ✓ Learn how to start and manage a business.



Improve Your English

- ✓ Learn to communicate more effectively in English.
- ✓ Increase confidence in speaking and writing English.

FREE Courses

Course Name

Course Objectives



Introduction to
Financial Education

- ✓ Understand the life-changing benefits of making better-informed financial decisions.



Building Your
Resilience

- ✓ Learn how to manage challenging situations and remain resilient.





Dealing with Stress

- ✓ Learn about how stress affects you and ways you can manage it.

Support Channels for MDWs

If your MDW is feeling stressed, and needs help, you can ask her to reach out to any of the following channels:



Organisation	Contact Number
 Ministry of Manpower's (MOM) MDW Helpline	1800 339 5505
 The Centre for Domestic Employees (CDE) provides counselling for both MDWs and employers on employment-related matters.	1800 225 5233 (24 hours)

Seek assistance or employment advice

MOM, in partnership with CDE, has established three CDEConnect centres, at 75 Pasir Panjang Road, Income at Tampines Junction and Woodlands Civic Centre.

In addition to conducting interviews with all first-time MDWs, the centres also serve as touchpoints on weekdays for both employers and MDWs to seek assistance or employment advice.

Frequently Asked Questions

1. I need some time to get my alternative caregiving arrangements in order. Can I give my MDW monthly rest day only when I renew the contract with her?

With effect from 1 Jan 2023, you must ensure that your MDW has at least one rest day per month that is not compensated away. To support your transition to the new arrangements, you may discuss the following possibilities with your MDW:

- Your MDW takes her rest day as two half days instead;
- Your MDW takes her rest day on any day of the week; or
- Your MDW defers her rest day to the following month.
(A rest day can only be deferred by a maximum of one month.)

2. Can I verbally agree with my MDW on the rest day arrangements without documenting in writing? Is there a need to document the arrangement?

You and your MDW must mutually agree on the rest day arrangements. To avoid disputes or misunderstandings, both of you should have this agreement in writing. Furthermore, any changes to the arrangements should be documented as well.

3. How much should I compensate my MDW if there are 5 weekly rest days in certain months?

Assuming your MDW draws a monthly salary of \$650, before any compensation in-lieu of rest day:

- **Your MDW's 1 day's salary = $\$650 \div 26 \text{ days} = \underline{\$25}$**
- With the enhanced rest day policy from 1 Jan 2023, she is entitled to one rest day a month that cannot be compensated away. Hence, her salary would be: **$\$650 + (\$25 \times 4 \text{ days}) = \underline{\$750}$**



4. What can I do to encourage my MDW to spend her rest days productively?

There are NGOs that offer skills training programmes and organise recreational activities for MDWs on their rest days (see pages 11 to 12). You can find out more about these programmes and encourage your MDW to participate in them.

5. What if my MDW does not want to go out for her rest day? Can she choose to remain at home on her rest day?

As MDWs reside within employers' homes, they should be allowed to remain in their employers' homes if they prefer not to go out.

6. What will happen to my MDW if she is found to be moonlighting on her rest day?

MDWs who moonlight on their rest days are committing an offence and can be fined up to \$20,000 and/or jailed up to 2 years. It is also detrimental to their well-being. Do remind your MDW that she may be barred from working in Singapore if she is found working illegally.





www.mom.gov.sg