

THIS COLLECTIVE AGREEMENT is made pursuant to the Industrial Relations Act on this **13th day of August 2012** between the **NATIONAL UNIVERSITY HOSPITAL PTE LTD**, a company registered under the Companies Act and having its place of business at 5 Lower Kent Ridge Road, Singapore 119074 (hereinafter called the “Hospital”) of the one part, and the **HEALTHCARE SERVICES EMPLOYEES’ UNION of No. 3 Bukit Pasoh Road, #02-00, Singapore 089817** being a trade union of staff registered pursuant to the Trade Unions Act (hereinafter called the “Union”) of the other part.

NOW IT IS HEREBY AGREED AND DECLARED between the parties hereto as follows:

PART I GENERAL PROVISIONS

1. TITLE

This Agreement shall be known as the “**NATIONAL UNIVERSITY HOSPITAL COLLECTIVE AGREEMENT OF 2012**”.

2. SCOPE

(1) This Agreement shall cover all staff of the Hospital with the exception of the following categories of staff:

(a) Managerial and Executive staff* (including Non-Nursing Staff of Grade M4, S14, AH4, PH4 or equivalent and above and Senior Nursing Officer and above);

(b) Probationary staff (except that AN II to SSN I who have completed at least 3 months service out of their probation of 6 months shall be given full representation); and

(c) Medical staff

*Not inclusive of Executives, Senior Executives and Assistant Managers whom the parties to this Agreement have consented to be covered by this Agreement because their designations are for operational purposes only.

(2) Staff who are already enjoying benefits that are more favourable than that provided for in this Agreement shall continue to enjoy them on a personal-to-holder basis.

(3) Limited Representation

The Hospital and the Union agree to represent the following staff with limited scope:

- (a) Non-Nursing Staff - M4, S14, AH4, PH4
- (b) Nursing Staff - Senior Nursing Officer
- (c) Fixed term contract staff on 6 years tenure
- (d) Contract Staff as defined in sub-clause (4)

Limited representation refers to representation on:

- (a.i) appeals to Minister under Section 35(3) of the Industrial Relations Act;
- (a.ii) retrenchment benefit;
- (a.iii) breach of contract; and
- (a.iv) dismissal.

The staff in (a) and (b) above

(a.i) must not be employed in a senior management position or perform or exercise any function, duty or power of a person employed in a senior management position, including the control and supervision of major business operations, accountability for operational performance, formulation of business policies, plans and strategies and provision of leadership to other employees;

(a.ii) must not perform or exercise any function, duty or power which includes decision making, or the power to substantially influence decision making on any industrial relation matters, including the employment, termination, promotion, transfer, performance appraisal or discipline of other employees;

(a.iii) must not perform any function or duty which includes representing the employer in any negotiations relating to any industrial relation matters;

(a.iv) must not have access to confidential information relating to the budget and finances of the employer, any industrial relation matters, the salaries and personal records of other employees or the password of employee's computers;

(a.v) must not perform or exercise any other function, duty or power which may give rise to a real or potential conflict of interest if he or she is represented by the trade union.

(4) Representation of Contract Staff

The Hospital recognises the Union's limited representation of fixed term contract staff individually and not as a class.

There should not be any representation on matters other than those provided by Law and in this Collective Agreement.

To qualify for Union representation, the fixed term contract staff

(a) must not be under the categories of staff listed in Clause 2 part (1);

(b) must not be employed on fixed term tenure of less than one (1) year and must not be a foreigner still employed on first contract with the Hospital;

(c) must not be employed in a senior management position or perform or exercise any function, duty or power of a person employed in a senior management position, including the

control and supervision of major business operations, accountability for operational performance, formulation of business policies, plans and strategies and provision of leadership to other employees;

(d) must not perform or exercise any function, duty or power which includes decision making, or the power to substantially influence decision making on any industrial relation matters, including the employment, termination, promotion, transfer, performance appraisal or discipline of other employees;

(e) must not perform any function or duty which includes representing the employer in any negotiations relating to any industrial relation matters;

(f) must not perform or exercise any other function, duty or power which may give rise to a real or potential conflict of interest if he or she is represented by the trade union.

The Hospital shall provide the Union with a list of contract staff who qualify for limited representation by the Union.

3. RECOGNITION

(1) The Hospital shall recognise the Union as the sole collective negotiating body relating to pay and all other terms and conditions of service of all bargainable staff coming within the scope of this Agreement.

(2) The Hospital and the Union hereby undertake to fully cooperate in maintaining harmonious industrial relations and in creating an environment that will enhance the Hospital's image and business prospects and at the same time promote the interest and future growth of all staff.

(3) The Hospital and the Union shall agree before any changes in terms and conditions of employment are put into effect.

4. DURATION

(1) This Agreement shall come into effect on 1st April 2012 and shall be in force till 31st March 2015.

(2) Negotiations for a new collective agreement may commence not earlier than 6 months before the expiry of this Agreement.

5. NON-UNION MEMBERS

Non-union members belonging to categories within the scope of this Agreement shall not receive or enjoy terms and conditions of service more favourable than those conferred on the union members under this Agreement.

6. GRIEVANCE PROCEDURE

(1) Recognising the value and importance of a full discussion in clearing up any misunderstanding and in preserving harmonious industrial relations, every reasonable effort shall be made by both the Hospital and the Union to expeditiously look into or deal with any suggestions, enquiries or complaints from staff at the lowest possible level.

(2) The grievance procedure shall be as follows:

(a) Step 1

Any staff having a grievance and/or complaint shall, if she so wishes, refer the matter within 7 working days of its arising to her immediate superior, Section Head or Department Head.

(b) Step 2

If the staff concerned feels that the grievance has not been properly dealt with, the matter shall be taken up by the Union and the Human Resource Department of the Hospital for further discussion.

(c) Step 3

If the matter is still unresolved, it shall be referred to the Ministry of Manpower for conciliation in accordance with the relevant provision of the Industrial Relations Act.

7. REFEREE

Any dispute between the parties to this Agreement while it is in force and arising out of its operation shall be referred to the President of the Industrial Arbitration Court who shall have the discretion to select a referee appointed in accordance with the provisions of the Industrial Relations Act to determine the dispute.

PART II GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

8. PROBATION AND NOTICE PERIOD

- (1) A new staff shall on her appointment serve a probationary period as specified in sub-clause (4) of this clause.
- (2) The Hospital shall inform the staff, in writing, either of her confirmation of appointment or the extension of her probationary period before the expiry date. Failing which, the staff shall be deemed to be confirmed in the appointment on the expiry of the probationary period.
- (3) The probationary period shall form part of the staff's length of service.
- (4) The probationary period shall be as follows:

<i>Category</i>	<i>Duration</i>
<i>Nursing Staff</i>	
NO II and above	6 months
AN II to SSN I (fresh graduates and those without minimum 6 months clinical experience)	6 months
AN II to SSN I (those with minimum 6 months clinical experience)	3 months
D1 to D6	3 months
<i>Non-Nursing Staff</i>	
AH1, PH2 and above M1 and above S11 and above	6 months
T1 to T7 A1 to A6 S1 to S10	3 months

- (5) The probationary period of a staff may be extended for a period of up to 3 months if the performance during the probationary period is not satisfactory. However, the staff must be informed of her extension and the reasons thereof in writing.
- (6) Subject to exceptional work performance, a staff may be confirmed before the expiry of the probationary period.
- (7) The termination notice of a staff shall be as follows or the corresponding period of gross salary in lieu of notice:

<i>Category</i>	<i>During Probation</i>	<i>Upon Confirmation</i>
<i>Nursing Staff</i>		

NO II and above	1 month	1 month
AN II to SSN I	2 weeks	1 month
D1 to D6	2 weeks	1 month
<i>Non-Nursing Staff</i>		
M1 and above AH1, PH2 and above S11 and above	1 month	1 month
A1 to A6 T1 to T7 S1 to S10	2 weeks	1 month

- (8) NUH staff who joined service with NUH before 1st January 2002 shall follow the following termination notice periods or corresponding period of gross salary in lieu of notice:

<i>Category</i>	<i>Termination Notice Period</i>
<i>Nursing Staff</i>	
SN I and above	3 months
AN II to SN II	1 month
D5 to D6 D1 to D4	3 months 1 month

<i>Non-Nursing Staff</i>	
A6 and above T7 and above S10 and above AH1, PH2 and above M1 and above	3 months
A1 to A5 T1 to T6 S1 to S9	1 month

9. HOURS OF WORK

- (1) The working hours shall be regulated in accordance with the present practice on the basis of a maximum of 42 hours per week.
- (2) Staff shall be adequately notified of any changes in the working hours and the Union consulted prior to any change to the working hours.

10. SHIFT WORK

- (1) All shift staff shall work the following hours excluding meal breaks:
 - (a) Permanent night shift - 40 hours per week.
 - (b) Rotating shifts - 40 hours per week, averaged over a 2 or 3-week cycle.
 - (c) Regular hours - 42 hours per week.
- (2) The shift pattern may differ for different groups of staff due to the nature of their work. However, staff shall be notified in advance of their respective shift patterns/schedules prior to implementation.

11. OVERTIME

- (1) Work performed in excess of 8 hours a day or a total of 42 hours a week for a regular full time staff shall be deemed as overtime work. For shift staff, work performed in excess of the hours specified in clause 10(1) of this Agreement shall be deemed as overtime work.
- (2) Staff shall be paid one and a half times the hourly basic rate of pay for overtime work in accordance with the Employment Act.
- (3) In computing the hourly basic rate of pay, where the staff's total monthly salary exceeds \$3,000 and the staff is not covered by Part IV of the Employment Act, the hourly basic rate of pay shall be based on a total monthly salary of \$3,000.

12. REST DAY

- (1) Every staff shall be entitled to 1 rest day which is without pay per week.
- (2) The weekly rest day for a staff engaged in shift work shall be determined by the duty roster drawn up in accordance with the operational needs of the Hospital. Staff shall be informed of the roster in advance.
 - (3) A staff who works on her rest day at the request of the Hospital shall be paid in accordance to the Employment Act as follows:
 - (a) If the period of work does not exceed half her normal hours of work, a sum at the basic rate of pay for 1 day's work;

- (b) If the period of work is more than half but does not exceed her normal hours of work, a sum at the basic rate of pay for 2 days' work;
- (c) If the period of work exceeds her normal hours of work for 1 day:
 - (c.i) A sum at the basic rate of pay for 2 days' work, and
 - (c.ii) A sum at the rate of not less than 1.5 times her hourly basic rate of pay, for each hour or part thereof that the period of work exceeds her normal hours of work for 1 day.
- (4) In computing the basic rate of pay, where the staff total monthly salary exceeds \$3,000 and she is not covered by Part IV of the Employment Act, the basic rate of pay shall be based on a total monthly salary of \$3,000.

13. PUBLIC HOLIDAYS

- (1) Staff shall be entitled to paid gazetted Public Holiday in accordance with the provisions of the Employment Act.
- (2) Based on the exigencies of service, the Hospital may substitute another working day for a Public Holiday or pay staff who worked on a Public Holiday an extra day's salary at basic rate of pay.
- (3) If any of the gazetted public holidays falls on a rest day, the working day immediately thereafter the rest day shall be a paid holiday in substitution under sub-clause (2) above.
- (4) If a staff is required to work on her off-day or a rest day which is a holiday, she shall be paid the relevant rate of pay in accordance with the Employment Act. She shall also be entitled to another substituted public holiday.

PART III TERMS AND BENEFITS ON TERMINATION OF EMPLOYMENT

14. RETIREMENT AND RE-EMPLOYMENT

(1) The retirement age for all staff shall be in accordance with the Retirement and Re-employment Act. This Agreement covers re-employed staff on post retirement re-employment contract.

(2) For the purpose of retirement, the date of birth of the staff shall be taken to be that as stated in the NRIC. If this is disputed, then the date shall be taken as that shown in the staff Central Provident Fund record.

(3) The Hospital supports post-retirement employment and shall re-employ retired staff in suitable positions and provide re-training where possible. Retired staff shall be offered fixed term post-retirement employment and shall receive or enjoy the same terms, conditions and benefits of this Agreement. The length of their service prior to retirement will be fully recognised by the Hospital. The re-employment is subject to staff meeting the following eligibility criteria:

(a.i) Operational and service needs of the Hospital

(a.ii) Staff's passing the medical check-up.

(a.iii) Staff's performance is consistently assessed as "Meets Requirement" (MR) and above;

Staff must also be able to accept an alternative position where required by the Hospital based on its operational and service needs. They will be given pre-retirement and financial management counselling and notified one year in advance. The Hospital and the Union are to explore ways to enhance employability of retiring staff.

NUH undertakes to adopt and implement the following provisions set out in the Tripartite Guidelines on the Re-employment of Older Employees (Staff).

(a) Engage all staff aged 59-62 years in pre-retirement planning, counselling and/or coaching, with a view to sharing with the staff the re-employment and/or re-deployment opportunities available within NUH, so that they can continue in their employment beyond their retirement age. Where required, training or re-training will be provided

for those who require specific new skills and knowledge to enable them to be successfully re-employed.

(b) Staff who are eligible for re-employment after retirement age will be offered any one of these terms, subject to mutual agreement:

(b.i) Re-employed with modifications to their existing job or re-deployed to a different job on re-negotiated terms commensurate with the worth of the modified/new job; or

(b.ii) Re-employed on flexible work arrangements, such as part-time or job-sharing, with appropriate adjustments in wages and benefits based on reasonable factors and in accordance with the provisions of the Retirement Age Act.

(c) Give at least 12 months notification to staff prior to her retirement age, if the staff falls short of re-employment eligibility criteria, so that the staff will have sufficient time to make rectification. For staff who eventually still does not meet performance requirement and/or re-employment eligibility criteria, the staff will be informed at least 3 months prior to her retirement age;

(d) Give an opportunity for staff to reach a mutual agreement on the revised terms and conditions of their re-employment contract and in consultation with the Union where necessary. The revised re-employment terms and conditions offered to staff shall take into consideration terms equitable to the staff such as the:

(d.i) Value of the job

(d.ii) Existing minimum/maximum salary of the job offered

(d.iii) Re-employment job arrangements

(d.iv) Competency and attributes of the employee

(d.v) Level of responsibility

(d.vi) Job scope

(d.vii) Experience and productivity of the employee

The letter of offer shall be given to the staff at least 3 months before their retirement;

(e) Provide outplacement assistance and facilitate training if needed or requested by staff;

(f) Recognise that re-employed staff are an integral part of the organization, and where appropriate, continue to reward re-employed staff based on company and individual performance in the form of performance bonuses or one-off bonuses. Staff whose performance are assessed as "Meet Requirement" (MR), "Exceed Requirement (ER) or "Exceptional" (EX) shall be rewarded with Annual Increment (AI) with effect from 1st January 2012. This recognition will help to incentivise and motivate these staff to perform well.

(g) The Hospital shall commit to paying Employment Assistance Payment (EAP) in accordance to prevailing Tripartite Guidelines on the Re-employment of Older Employees in consultation with the Union if the hospital is not able to provide reemployment to the individual staff who meets the criteria as stated in Sub-clauses 3(i) to 3(iii).

15. RETRENCHMENT BENEFITS

- (1) In the event of redundancy, the Hospital shall inform the Union in writing of any impending retrenchment at least 1 month in advance before the notice of termination is served on the affected staff.
- (2) The notice on termination of service on grounds of redundancy to the affected staff shall be 1 month's notice or 1 month's gross salary in lieu thereof in accordance with the definition of gross rate of pay in the Employment Act.
- (3) The Hospital shall consult and negotiate with the Union on the amount of retrenchment benefit in line with the tripartite recommendation.

- (4) For the purpose of this clause, termination by reason of reorganisation/restructuring, liquidation or obsolescence of Job of the Hospital shall be treated as redundancy and therefore staff will be eligible for retrenchment benefits.

PART IV SALARY AND OTHER MONETARY ITEMS

16. SALARY RANGES

Staff shall be paid their total monthly salary within the salary ranges shown in Appendix 1 to this Agreement.

17. ANNUAL INCREMENT

- (1) Staff shall be entitled to an annual increment which shall be negotiated with the Union annually.
- (2) The annual increment shall be paid with effect from every year on 1st July.
- (3) New staff who have completed 12 months of service as at 1st July shall receive their first annual increment in full. The annual increment shall be pro-rated based on the number of eligible calendar days of service for new staff with less than 12 months of service as at 1st July. Staff who join after 30th June are not eligible for the annual increment for that year.

18. MONTHLY VARIABLE COMPONENT

- (1) The monthly variable component (MVC) shall form part of the total monthly salary for the purpose of computing CPF payment, annual increment, overtime payment and bonuses and shall count towards the staff's salary range.
- (2) The Hospital and the Union will continue with the practice of setting aside 10% of the total monthly salary as MVC. Any changes or trigger to the

MVC portion will be subjected to negotiation and mutual agreement with the Union.

19. ANNUAL WAGE SUPPLEMENT

- (1) An annual wage supplement (AWS) shall be paid to all staff in December of each calendar year.
- (2) For a staff who has served the Hospital for not less than 12 months at the time when the AWS is paid out, the AWS shall be equivalent to 1 month of the staff's last drawn total monthly salary as at 30th November of the year.
- (3) Staff who have not completed 12 months of service shall have their AWS pro-rated according to the number of eligible calendar days of service.
- (4) Proportionate AWS shall be paid to staff whose services are terminated due to retrenchment, retirement, medical boarding out or death.
- (5) Staff who have resigned or who have served notice of resignation or have been served notice of termination on or before 31st December shall not be eligible for AWS.
- (6) Staff who join on or before 31st December are eligible for AWS for that year.

20. VARIABLE BONUS

The variable bonus which includes the Performance Bonus (PB) shall be determined on a yearly basis. The quantum will be based on the performance of the NUH, the Singapore economy, the staff and in consultation with the Union.

21. SHIFT ALLOWANCE

- (1) All NUH staff who are scheduled to work afternoon and night shift shall be paid the following shift allowance/premiums:

- (a) For Nursing Staff on Afternoon and/or Night Shift

<i>Job Title/ Job Grade</i>	<i>Afternoon Shift (Weekday) * Including</i>	<i>Afternoon Shift (Weekend/ PH) * Including</i>	<i>Night Shift (Weekday) * Including Meal</i>	<i>Night Shift (Weekend/ PH) * Including</i>
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	<i>Meal Allowance</i>	<i>Meal Allowance</i>	<i>Allowance</i>	<i>Meal Allowance</i>
<i>Nursing Staff</i>				
NOs & above	\$13	\$21	\$51	\$76
Snr Staff Nurse (SSN)	\$11	\$18	\$47	\$68
Staff Nurse (SN)	\$9	\$15	\$43	\$64
Snr Assistant Nurse (SAN)	\$9	\$15	\$43	\$64
Assistant Nurse (AN)	\$7	\$12	\$33	\$48

(b) For Non-Nursing Staff on Afternoon and/or Night Shift

<i>Job Title/ Job Grade</i>	<i>Afternoon Shift (Weekday) * Including Meal Allowance</i>	<i>Afternoon Shift (Weekend/ PH) * Including Meal Allowance</i>	<i>Night Shift (Weekday) * Including Meal Allowance</i>	<i>Night Shift (Weekend/ PH) * Including Meal Allowance</i>
<i>Non-Nursing Staff</i>				
S11 & above M1 & above AH1 & above PH2 & above	\$13	\$21	\$42	\$72
S8 – S10 A4 – A6 T5 – T7	\$10	\$15	\$30	\$52
S1 – S7 A1 – A3 T1 – T4	\$8	\$10	\$25	\$42

The above shift allowance will not be applicable to staff who are eligible for permanent night shift premium, except as provided under clause 22.

(c) For Non-Nursing Staff on Permanent Night Shift

<i>Permanent Night Shift Premium</i>	<i>Premium Per Month</i>	<i>Additional Night Rate for Night Shift performed on Weekend or Public Holiday</i>
<i>Non-Nursing Staff</i>		
Pharmacy Technician	\$280	\$22
Laboratory Technician	\$190	\$17

Assistant Technician Healthcare Assistant (Ward) Senior Healthcare Assistant (Ward)		
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(2) The Hospital shall pay a daily shift allowance to a shift staff on authorised paid leave (except for outpatient sick leave) as follows:

<i>Job Title/ Job Grade</i>	<i>2-rotating</i>	<i>3-rotating</i>	<i>Permanent Night</i>
<i>Nursing Staff</i>			
NOs & above	\$7	\$22	\$58
Snr Staff Nurse (SSN)	\$6	\$20	\$52
Staff Nurse (SN)	\$5	\$18	\$48
Snr Assistant Nurse (SAN)	\$5	\$18	\$48
Assistant Nurse (AN)	\$4	\$14	\$37
<i>Non-Nursing Staff</i>			
S11 & above	\$7	\$15	\$40
AH1 & above			
M1 & above			
PH2 and above			
S8-S10	\$5	\$11	\$29
T5-T7			
A4-A6			
S1-S7	\$4	\$9	\$24
T1-T4			
A1-A3			

22. ON-CALL / STANDBY ALLOWANCE

A staff scheduled on standby status during off-duty hours shall be paid an amount equivalent to 50% of the night shift allowance pertinent to her job grade.

23. CALL-BACK ALLOWANCE

(1) NUH staff may claim call-back allowance when called back for duty in an emergency (other than national disaster and mass casualty) whilst off-duty outside NUH:

(2) All staff who are called back are eligible for overtime payment in accordance with clause 11, 12 and 13 with an exception that the computation will be based on their actual total monthly salary (no cap).

(3) The NUH staff may claim reimbursement for transport / mileage expenses for travel between NUH and residence in accordance with the prevailing Transport Reimbursement Policy.

24. WARD ALLOWANCE

The Hospital shall pay ward allowance to NUH staff who perform ward duty as follows:

<i>Job Title</i>	<i>2 Rotating Shift</i>	<i>3 Rotating / Permanent Night Shift</i>
<i>Nursing Staff</i> Staff Nurse and above Assistant Nurse and Midwife	\$125 per month \$70 per month	\$250 per month \$140 per month
<i>Non-Nursing Staff</i> Healthcare Assistant (Ward) Senior Healthcare Assistant (Ward) PSA (Wards/OT/DSOT/EMD) PCA (EMD)	\$50 per month	\$100 per month

Patient Service Associates / Senior Patient Service Associates in inpatient wards will be entitled to 2 rotating shifts ward allowance regardless of their working schedule.

25. COUNTER ALLOWANCE

A staff who handles at least 50% of cashiering duties in the department will be eligible for \$50 counter allowance per month.

26. NURSES' AND ALLIED HEALTH POST BASIC DIPLOMA/ CERTIFICATE ALLOWANCE

The Hospital shall pay a monthly allowance of \$150 which shall not form part of the staff's total monthly salary, for Allied Health Professionals who have completed the Certified Pharmacy Technician Course. For any recognised postgraduate diploma / certificate obtained by Nurses, up to a maximum of 2 certificates, they will be

paid a monthly allowance of \$150 to \$300, which shall not form part of the staff's total monthly salary.

27. RETENTION FEE

The Hospital shall pay the renewal fee charged by the Singapore Nursing Board for all registered nurses, midwives, the Singapore Pharmacy Board for all registered pharmacists and any other allied health professionals as required by the Singapore Allied Health Bill. The Hospital shall also pay the retention fee charged by the Singapore Police Force for all registered security personnel (customer support associate staff).

PART V LEAVE ITEMS

28. ANNUAL LEAVE

(1) The purpose of annual leave is for staff to recreate and rest. Thus, as far as possible, work scheduled should be such that it would allow the staff to go on annual leave when it is due.

Nursing

<i>Years of Service</i>	<i>NO II and above</i>	<i>SAN SN II and SN I SSN II and SSN I D3 and above</i>	<i>AN II and AN I D1 and D2</i>
Less than 5	24 days	21 days	15 days
5 to less than 10	26 days	23 days	18 days
10 and above	28 days	25 days	21 days

Non-Nursing

<i>Years of Service</i>	<i>M1 and above S11 and above AH1, PH2 and above</i>	<i>A1 to A6 S1 to S10 T1 to T7</i>
Less than 5	21 days	15 days
5 to less than 10	23 days	18 days
10 and above	25 days	21 days

- (2) Staff with less than 12 months' service shall have their annual leave pro-rated according to the completed months of service, in accordance with the Employment Act.
- (3) Except in cases of dismissal for misconduct, when either the Hospital terminates the service of a staff or a staff resigns from service, the Hospital shall pay for any unconsumed leave computed up to the date of the termination or resignation.
- (4) Staff are permitted to carry forward the annual leave to the following year up to one year's entitlement.
- (5) Annual leave taken on a Saturday shall be considered as half day for non-shift staff.
- (6) If a staff who is on annual leave falls ill during the period of such leave, she shall be deemed not to be on annual leave on the days she is duly certified to be sick but such period shall be treated as medical leave in accordance with the provisions of clause 28 of this Agreement.
- (7) NUH staff who joined service with NUH before 1st January 2002 shall be entitled to paid annual leave as follows on a personal-to-holder basis.

Nursing

<i>Years of Service</i>	<i>SN I and above D5 and above</i>	<i>AN II to SN II D1 to D4</i>
Less than 5	24 days	21 days
5 to less than 10	26 days	23 days
10 and above	28 days	25 days

(8) *Non-Nursing*

<i>Years of Service</i>	<i>M1 and above S11 and above AH1, PH2 and above</i>	<i>A2 - A5 S6 - S9 T3 - T7</i>	<i>A1 S1 - S5 T1 - T2</i>
Less than 5	24 days	21 days	15 days
5 to less than 10	26 days	23 days	18 days
10 and above	28 days	25 days	21 days

NUH nursing staff who are on 12-hour shift pattern as at 1st March 2004 shall be entitled to paid pro-rated annual leave

based on the agreed computation formula and 2 days of ex-gratia special leave.

In order to avoid operational problems and the adverse effect on the morale of co-workers, employees should minimise unplanned leave. On the other hand, in order to avoid upsetting the annual leave plans of employees, supervisors should duly inform the employee of unapproved leave in advance.

29. MEDICAL LEAVE

- (1) A staff with at least 3 months of service shall be entitled to paid medical leave in the aggregate of 14 working days in one calendar year if no hospitalisation is necessary, or in the aggregate of 60 working days in one calendar year if hospitalisation is needed, provided that such medical leave is based on the recommendation of any medical practitioner registered with the Singapore Medical Council.
- (2) A staff who is sick shall report her absence from work to her supervisor on the same day within working hours.
- (3) Medical certificates issued by any registered dentist shall be recognised as medical leave.

30. MATERNITY LEAVE

- (1) Subject to section 76(4) of the Employment Act, every female staff shall be entitled to 8 weeks of paid maternity leave. The leave may be taken any time before and/or upon the delivery of the child.
- (2) Subject to the eligibility criteria as set out under the Children Development Co-Savings Act, every female staff shall be entitled to a further 8 weeks of paid maternity leave funded by the Ministry of Community Development, Youth and Sports after the expiry of the initial 8 weeks of paid maternity leave for the 1st and 2nd child.
- (3) Subject to the eligibility criteria as set out under the Children Development Co-Savings Act, every female shall be entitled to 16 weeks of

paid maternity leave funded by the Ministry of Community Development, Youth and Sports for the 3rd and subsequent child.

(4) An application for maternity leave shall be supported by a medical certificate from a registered medical practitioner or a Government maternity hospital.

(5) If at the expiry of the maternity leave period, the staff is certified as medically unfit for duty, her absence shall be treated as medical leave in accordance with clause 28 of this Agreement.

(6) The Maternity Leave comprises 2 blocks:

(a) initial 8 calendar weeks for resting and recuperation immediately before/after childbirth; and

(b) extended 8 calendar weeks for care of new born baby.

(7) Criteria for Female employee to be granted Full-Pay Maternity Leave:

	<i>1st or 2nd Child</i>	<i>3rd Child onwards</i>
Initial 8 calendar weeks	<u>Leave is paid by Employer</u> <ul style="list-style-type: none"> • must have at least 90 days of continuous service before childbirth 	<u>Leave is paid by Employer</u> As the 16 weeks leave is funded by Government, the female employee must satisfy these criteria set out under the Children Development Co-Savings Act:
Extended 8 calendar weeks	<u>Leave is paid by Governemnt</u> As the 8 weeks leave is funded by Government, the female employee must satisfy these criteria set out under the Children Development Co-Savings Act: <ul style="list-style-type: none"> • must have at least 90 days of continuous service before childbirth; • must be lawfully married to the child's natural father at the time of childbirth; • the child must be a Singapore citizen at birth; • the child must be born on/after 17th August 2008 	<ul style="list-style-type: none"> • must have at least 90 days of continuous service before childbirth • must be lawfully married to the child's natural father at the time of childbirth; • the child must be a Singapore citizen at birth; • the child must be born on/after 17 August 2008.

31. PATERNITY LEAVE

A confirmed male staff shall be entitled to 3 working days of paid paternity leave of each birth of his legal child/children. The leave has to be consumed within 1 month of the birth of the child/children.

32. MARRIAGE LEAVE

A confirmed NUH staff shall be granted 5 working days of paid marriage leave on the occasion of her first legal marriage. The leave has to be consumed within 1 year of her legal marriage.

33. FAMILY CARE LEAVE

(1) A confirmed staff shall be granted up to an aggregate of 3 working days of paid family care leave per calendar year to spend time with their family members.

(2) For the purpose of this clause, “family members” are defined as children below 18 years old, spouse, parents, parents-in-law, siblings and grandparents. Staff who are above 62 years old on post retirement contract are eligible to claim family care leave for their grandchildren.

(3) Under the Children Development Co-Savings Act (CDCA), a staff with children below 7 years old would be entitled to 6 working days of Child Care Leave per calendar year. The first 3 days shall be employer-paid, while the next 3 days shall be government-paid. While the 3 days employer-paid Child Care Leave is subsumed under Family Care Leave, the 3 days government-paid Child Care Leave shall fall under the Enhanced Child Care Leave benefit elaborated below.

(4) To qualify for the 3 days of Government-paid Enhanced Child Care Leave, the staff must satisfy these conditions set out under the Children Development Co-Savings Act:

- (a) the staff must have at least 3 months’ continuous service;
- (b) the staff must be lawfully married;
- (c) the child must be below 7 years old;
- (d) the child must be Singapore citizen.

34. UNPAID INFANT CARE LEAVE

Subject to the eligibility criteria as set out under the Children Development Co-Savings Act, a staff with newborn children below 2 years of age shall be entitled to apply for 6 working days of unpaid infant care leave per calendar year.

**35. SOCIAL DEVELOPMENT UNIT (LOVEBYTE)/
SOCIAL DEVELOPMENT SECTION LEAVE**

Unmarried confirmed NUH staff shall be entitled to 5 days' paid Social Development Unit / Social Development Section Leave per calendar year.

36. COMPASSIONATE LEAVE

(1) A staff shall upon application, be granted compassionate leave as follows:

(a) Critical illness of an immediate family member (spouse, child, parent, parent-in-law, sibling, grandparent). Critical illness refers to a patient on a hospital's dangerously ill list

- 3 working days

(b) Death of an immediate family member (spouse, child, parent, parent-in-law, sibling, grandparent, grandparent-in-law) - 3 working days within 2 weeks of the date of death.

(2) Application for compassionate leave must be supported by documentary proof.

37. PROLONGED ILLNESS LEAVE

(1) A confirmed staff with at least 1 year of service shall be eligible for the benefit under this clause if she has contracted tuberculosis, cancer, leprosy, mental illness, cardiac ailments, or any other chronic disease which is verified by a Medical Board (include the physician as one of the panel member) as a long term illness. Acquired Immune Deficiency Syndrome (AIDS) not contracted during work is also covered under this clause. AIDS contracted in the course of work shall be in accordance with the provisions of

the Work Injury Compensation Act, subject that where the provisions of the WICA are less favourable than this clause, the staff shall be entitled to the benefit under this clause.

(2) Subject to sub-clause (1) above, the leave entitlement is as follows:

- (a) First six months - Full Pay.
- (b) Second six months - Half Pay.
- (c) Third six months - Without Pay.

(3) Thereafter, if the staff is still unfit for duty, her service may be terminated on medical grounds.

38. MEDICAL BOARD-OUT

A staff who is medically boarded out will be accorded a further 12 months medical benefits from the date of the medical boarding out provided that:

- (a) she has at least 10 years of service before commencement of prolonged illness leave. Pro-rated medical board out benefits may be extended to staff with less than 10 years of service who are deemed to be deserving or facing financial hardship on a case-by-case basis;
- (b) she is not receiving any other medical benefits from the other employers either as staff or dependant;
- (c) she seeks medical treatment from government restructured hospitals / institutions.
- (d) the medical benefits shall be the same entitlements for a staff under clauses 39(3), 39(4) or 41 (depending on the staff medical benefit option), and also clause 43 of this Agreement;
- (e) the medical benefits shall only be applicable to treatment in relation to the specific medical condition(s) that led to the medical boarding out. Any claim for treatment of other associated medical conditions shall be considered on a case-by-case basis.

PART VI MEDICAL BENEFITS AND INSURANCE

39. MEDICAL BENEFITS

- (1) A staff with at least 3 months of service and her dependents combined shall be entitled to a maximum of \$400 per calendar year for non-specialist medical treatment received at a Government polyclinic or private medical practitioner within NUH's list of approved private medical practitioners where applicable.
- (2) With effect from 1st January 2013, the maximum bill claimable per visit for treatment by any government polyclinic or registered private medical practitioner shall be \$30. All claims for expenses incurred, other than those incurred in the Hospital where the staff is employed, shall be paid upon presentation of the relevant receipts.
- (3) A staff with at least 3 months of service shall be entitled to a maximum of \$550 per calendar year for specialist treatment and consultation. Her dependents combined, shall be entitled to another \$550 per calendar year. The balance of the amount for non-specialist medical treatment can be used for specialist treatment and consultation at any Government restructured institution.
- (4) Single NUH staff who joined service with NUH before 1st January 2002 shall be eligible, on a personal-to-holder basis, to a maximum of \$1,000 per calendar year for specialist treatment and consultation at the hospital where she is employed.
- (5) A staff and her dependents may be reimbursed for acupuncture treatment under the entitlement for specialist treatment, where the acupuncture treatment is prescribed by a doctor and where

the acupuncture service is operated and owned by any Government restructured institutions.

- (6) Notwithstanding sub-clauses (1) to (4) above, a staff shall co-pay 10% and 30% of the total claimable medical expenses incurred by herself and her dependents respectively.
- (7) For the purpose of this clause, “dependents” are defined as:
 - (a) a spouse who is unemployed and does not enjoy medical benefits provided by her past employer, or if employed, is not entitled to medical benefits provided by her current employer;
 - (b) a dependent unmarried child, including a stepchild and legally adopted child, under the age of 18 years, and who is not provided medical benefits by the current employer of the staff’s spouse;
 - (c) an unmarried child of a staff who is a single parent, including a stepchild and legally adopted child, under the age of 18 years, and who is not provided medical benefits by the current employer of the staff’s ex-spouse (if any).
- (8) The Hospital and the Union recognise the importance of the Wellness Programme for the well-being of the staff. The Hospital and the Union will conscientiously embark on activities and programmes to promote staff well-being and health, in line with the national emphasis on healthy lifestyle, family life and social interaction/cohesiveness.

40. HEALTHCHOICE

- (1) A confirmed staff shall be eligible for Healthchoice benefit (which includes dental benefit) of up to \$130 per calendar year as set out in Appendix 2.
- (2) This benefit shall apply to these categories of staff:
 - (a) full-time staff on regular employment;
 - (b) full-time on contract employment;

- (c) part-time staff on regular or contract employment
(pro-rated according to working hours)
- (3) For the period from 1st April 2012 to 31st December 2012, staff will be entitled to medical benefits and Healthchoice as stated in Clauses 39, 40(1) and 40(2).
- (4) From 1st January 2013, for staff who chooses to remain on the existing outpatient medical benefits as stated in Clause 39, the Healthchoice benefit will remain unchanged as stated in Clause 40(1).

41. FLEXIBLE BENEFITS

- (1) With effect from 1st January 2013, the outpatient non-specialist, outpatient specialist and Healthchoice benefits will be bundled under the Flexible Benefits. The items claimable under the Flexible Benefits are listed in Appendix 3. With the introduction of Flexible Benefits with effect from 1st January 2013, the benefits as stated in clause 39(1), 39(3) and 40 will lapse for staff who has opted for the Flexible Benefits.
- (2) With effect from 1st January 2013, under the Flexible Benefits, a staff who has no dependents is entitled to a maximum cap of \$650 per calendar year while a staff with dependents shall be entitled to a combined maximum of \$850 per calendar year.

Category	Entitlement (per calendar year)
Staff with no dependents	\$650
Staff with dependents	\$850

*Dependents refer to clause 39 (7).

- (3) For staff who chooses to remain on the existing medical benefits, the entitlement will remain unchanged as stated in clause 39.

42. SPECIALIST OUTPATIENT MATERNITY BENEFIT

After completing a hundred & eighty (180) days' of service with the Hospital, a female employee and in the case of a male employee, his spouse, will be entitled to pre-natal and post-natal consultation and

treatment at the Hospital or NHG institutions, up to a maximum of S\$800 per pregnancy. The ward accommodation and hospitalisation expenses are capped under the hospitalisation benefits limit per annum. This benefit is applicable in relation to the first two (2) child births. Staff must obtain a referral from either Staff Clinic, Private Clinic or Polyclinics doctor before incurring such expenses.

43. HOSPITALISATION

- (1) Subject to the availability of beds in the wards, NUH staff are eligible for the following types of ward accommodation (at any Government restructured institution), up to 60 days per calendar year. Staff shall be eligible for hospitalisation fees per calendar year as follows:

<i>Nursing Staff</i>	<i>Ward</i>	<i>Hospitalisation</i>
NO II and above	A	\$12,000
AN II to SSN I D1 to D6	B1	\$8,500
 <i>Non-Nursing Staff</i>	 <i>Ward</i>	 <i>Hospitalisation</i>
M1 and above S11 and above AH1, PH2 and above	A	\$12,000
A3 - A6 S7 - S10 T4 - T7	B1	\$8,500
A1 - A2 S1 - S6 T1 - T3	B2	\$5,000

- (2) NUH staff who joined service with NUH before 1 January 2002 shall be eligible, on a personal-to-holder basis, hospitalisation fees per calendar year as follows:

<i>Non-Nursing Staff</i>	<i>Hospitalisation Fees</i>
A1 - A2 S1 - S6 T1 - T3	\$5,600

- (3) A staff dependents shall be eligible to enjoy the same ward accommodation as the staff, subject to 50% of the public ward charges. Only the remaining 50% of ward charges shall be claimable under NUH's ward accommodation benefit, subject to the co-payment rates of 30% required from the staff. In addition, the family (excluding the staff) shall be eligible for the same amount of hospitalisation fees per calendar year as the staff subjected to the staff entitlement stated in clause 43. However, a staff who is warded in NUH will have her ward charges waived. A staff will need to co-pay 10% of the remaining hospitalisation fee.
- (4) A staff and her dependents may upgrade her ward accommodation, if she so chooses, but she shall have to pay the difference in ward charges and hospitalisation fees between their entitlement and the higher ward.
- (5) Where a staff is abroad and requires hospitalisation, the Hospital shall reimburse hospitalisation fees (including ward charges) provided the hospitalisation is at a Government hospital in the country overseas. The ward accommodation must be equivalent to her ward class eligibility. The maximum hospitalisation eligibility is as specified in sub-clauses (1) and (2) above.
- (6) For the purpose of this clause, the definition of a dependent is as per clause 39(7) of this agreement.

44. WORK INJURY COMPENSATION/ GROUP STAFF INSURANCE

- (1) Staff who come within the scope of the Work Injury Compensation Act shall be insured.
- (2) The Hospital shall continue to insure staff under its Group Term Life and Group Personal Accident insurance policies, subject to the respective exclusions and acceptance by the insurers.

PART VII MISCELLANEOUS ITEMS

45. STAFF TRAINING

- (1) The Hospital may sponsor a staff for courses or training approved by the Hospital to upgrade the staff skills and knowledge. It shall provide exam leave for the staff to sit for examinations for such sponsored and approved courses/training relevant to the job.
- (2) The Hospital shall grant Union officials paid leave of absence to attend training, courses and seminars organised by the Union or NTUC.

46. VEHICLE LOAN SCHEME

- (1) A confirmed staff is eligible to apply for vehicle loan up to a maximum of \$65,000 or 12 times the total monthly salary, whichever is lower.
- (2) The Hospital shall subsidise interest rate above 3%, subject to a maximum of 1%. The repayment period is up to 7 years or the retirement age, whichever is earlier.

47. HOUSING/RENOVATION LOAN SCHEME

- (1) A confirmed staff is eligible to apply for housing and/or renovation loan as follows:
 - House ownership : \$400,000 or 60 x total monthly salary, whichever is lower.
 - House renovation : 6 x total monthly salary or renovation cost, whichever is lower, subject to a maximum of \$30,000.
- (2) The Hospital shall subsidise interest rates above 5%, up to a maximum of 2%. The repayment periods for housing loan and renovation loan are up to 25 years and 5 years respectively or the retirement age, whichever is earlier.

48. TRANSPORT

Where a staff is required to travel out of the Hospital's premises on Hospital's business and where Hospital transport is not available, reimbursement shall be based on taxi-fare incurred or mileage claimed.

49. UNIFORMS

Staff who are required by the Hospital to wear uniform shall be provided with 3 sets of uniforms annually, replaceable on a normal wear and tear basis.

50. SHOES

All uniformed staff shall be eligible for shoes subsidy of \$70 or 2 pairs of shoes per year. The subsidy shall not attract CPF contribution.

51. MEAL SUBSIDY

The Hospital shall pay meal subsidy of \$5.00 per working day to NUH staff who work staggered working hours ending at or after 8pm. This subsidy qualifies for CPF contribution.

52. LONG SERVICE AWARD

In recognition of the dedication and service of its staff, the Hospital shall grant long service award to staff as follows:

<i>Years of Service</i>	<i>Award of equivalent cash value (\$)</i>
5	100
10	200
15	300
20	500
25	1,000
30	1,000
35	1,000
40	1,000

53. NATIONAL SERVICE

Staff who join the Hospital directly after completing their National Service shall be granted a higher commencing salary in recognition of their service to the nation.

54. CHILDCARE CENTRE SUBSIDY

The Hospital and the Union recognise the need to encourage more women to join the labour force. To encourage women to join the Hospital services, the Hospital shall provide staff with a childcare centre if feasible or provide subsidy for approved childcare centres, if feasible.

55. HOLIDAY CHALET

The Hospital shall allocate funds to provide for staff recreational/leisure activities, which may include the provision of holiday bungalows or chalets or a chalet reimbursement scheme for staff's use or any other form of alternative arrangements for the purpose of staff recreation/leisure.

56. EXCLUSIVE SERVICE

NUH staff shall not, without the prior written permission of NUH, be employed in any capacity by any person in a government department, statutory board, firm, company or organisation in the government and/or private sector other than the Hospital. Permission for such activity shall not be unreasonably withheld if this does not affect the staff's work or conflict with NUH's interest. Involvement in NTUC activities as a committee and/or organiser shall not be considered as employment outside NUH.

57. EXISTING TERMS

All other existing terms of employment and conditions of service not mentioned in this Agreement shall remain as before.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands on the date and year first hereinbefore mentioned.

Signed for and on behalf of:

**NATIONAL UNIVERSITY
HOSPITAL**

**HEALTHCARE SERVICES
EMPLOYEES' UNION**

MR JOE SIM
Chief Executive Officer

MS K.THANALETCHIMI
President

MR NOEL CHEAH
Chief Operating Officer

MS DIANA CHIA SIEW FUI
General Secretary

MS ONG HWEE SEN
Branch Secretary, NUH Branch

In the presence of:

MS CLARA WEE
Director, Human Resource

MR PATRICK TAY
Executive Secretary

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**NURSING SALARY RANGES
(FROM 1 APR 2012)**

Band	Job Grade	Minimum	Maximum
3	Nursing Manager I / Nurse Clinician I / Nurse Educator I	\$4,400	\$7,520
	Nursing Manager II / Nurse Clinician II / Nurse Educator II	\$3,570	\$6,080
	Sr Staff Nurse I	\$3,000	\$5,100
	Sr Staff Nurse II	\$2,600	\$4,600
2	Staff Nurse I	\$2,150	\$3,750
	Staff Nurse II	\$1,800	\$3,100
	Principal Assistant Nurse	\$2,250	\$3,750
	Sr Assistant Nurse I / Sr Midwife	\$2,000	\$3,450
	Sr Assistant Nurse II	\$1,700	\$3,000
	Assistant Nurse I / Midwife I	\$1,550	\$2,620
	Assistant Nurse II / Midwife II	\$1,350	\$2,250

**DENTAL SURGERY ASSISTANT SALARY RANGES (NURSING)
(FROM 1 Apr 2012)**

Band	Job Grade	Minimum	Maximum
3	N6 (Senior Clinic Executive)	\$2,600	\$4,600
	N5 (Senior Clinic Supervisor / Clinic Supervisor)	\$2,150	\$3,750
2	N4 (Clinic Supervisor / Senior Dental Surgery Assistant)	\$2,075	\$3,600
	N3 (Senior Dental Surgery Assistant)	\$2,000	\$3,450
	N2 (Dental Surgery Assistant)	\$1,550	\$2,620
	N1 (Dental Surgery Assistant)	\$1,350	\$2,250

**TABLE 1A – ADMIN SALARY RANGES (NON-NURSING)
(FROM 1 APR 2012 TO 31 AUG 2012)**

Band	Job Grade	Minimum	Maximum
3b	M3	\$3,200	\$5,200
3a	M2	\$2,700	\$4,500
	M1	\$2,300	\$3,740
2	A6	\$1,900	\$3,520
	A5	\$1,700	\$3,000
	A4	\$1,400	\$2,700
	A3	\$1,300	\$2,400
1	A2	\$1,200	\$2,100
	A1	\$1,000	\$1,800

**TABLE 1B – ADMIN SALARY RANGES (NON-NURSING)
(WITH EFFECT FROM 1 SEP 2012)**

Band	Job Grade	Minimum	Maximum
3b	M3	\$3,240	\$5,550
3a	M2	\$2,800	\$4,760
	M1	\$2,400	\$4,330
2	A6	\$2,200	\$3,840
	A5	\$1,920	\$3,360
	A4	\$1,710	\$3,000
	A3	\$1,550	\$2,640
1	A2	\$1,340	\$2,280
	A1	\$1,140	\$1,950

**TABLE 1A – ANCILLARY SALARY RANGES (NON-NURSING)
(FROM 1 APR 2012 TO 31 AUG 2012)**

Band	Job Grade	Min	Max
3b	S13	\$3,200	\$5,200
3a	S12	\$2,700	\$4,500
	S11	\$2,300	\$3,740
2	S10	\$1,900	\$3,520
	S9	\$1,700	\$3,000
	S8	\$1,400	\$2,700
	S7	\$1,300	\$2,400
1	S6	\$1,200	\$2,100
	S5	\$1,000	\$1,800
	S4	\$900	\$1,600
	S3	\$850	\$1,500
	S2	\$800	\$1,350
	S1	\$750	\$1,280

**TABLE 1B – ANCILLARY SALARY RANGES (NON-NURSING)
(WITH EFFECT FROM 1 SEP 2012)**

Band	Job Grade	Min	Max
3b	S13	\$3,240	\$5,500
3a	S12	\$2,800	\$4,760
	S11	\$2,400	\$4,330
2	S10	\$2,200	\$3,840
	S9	\$1,920	\$3,360
	S8	\$1,710	\$3,000
	S7	\$1,550	\$2,640
1	S6	\$1,340	\$2,280
	S5	\$1,140	\$1,950
	S4	\$1,040	\$1,780
	S3	\$970	\$1,650
	S2	\$920	\$1,430
	S1	\$870	\$1,350

**TABLE 1A – ALLIED HEALTH SALARY RANGES (NON-NURSING)
(FROM 1 APR 2012 TO 31 AUG 2012)**

Band	Job Grade	Minimum	Maximum
3	AH3	\$3,300	\$5,550
	AH2	\$2,600	\$4,800
	AH1	\$2,300	\$4,400
2	T7	\$1,900	\$3,520
	T6	\$1,700	\$3,000
	T5	\$1,400	\$2,700
	T4	\$1,300	\$2,400
1	T3	\$1,200	\$2,100
	T2	\$1,000	\$1,800
	T1	\$900	\$1,600

**TABLE 1B – ALLIED HEALTH RANGES (NON-NURSING)
(WITH EFFECT FROM 1 SEP 2012)**

Band	Job Grade	Minimum	Maximum
3	AH3	\$3,300	\$5,550
	AH2	\$2,600	\$4,800
	AH1	\$2,300	\$4,400
2	T7	\$2,200	\$3,840
	T6	\$1,920	\$3,360
	T5	\$1,710	\$3,000
	T4	\$1,550	\$2,640
1	T3	\$1,340	\$2,280
	T2	\$1,140	\$1,950
	T1	\$1,040	\$1,780

**PHARMACIST SALARY RANGES (NON-NURSING)
(FROM 1 APR 2012)**

Band	Job Grade	Minimum	Maximum
3	PH3	\$3,650	\$6,200
	PH2	\$3,100	\$5,250

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HEALTHCHOICE*

S/N	Basket of Benefits and Claimable Items
1	Health Screening
2	Dental Care <ul style="list-style-type: none">• Include Dental treatment (including prescribed medication)
3	Optical Expenses <ul style="list-style-type: none">• Include spectacles and contact lens
4	Chalet/Rest and Recreation Activities <ul style="list-style-type: none">• Tour Package• Hotel/chalet accommodation (Singapore/overseas)• Airfare/Train tickets/taxi fares/car rental (overseas only)• Admission tickets to places of interest (overseas only)

5	Wellness/Personal Development <ul style="list-style-type: none"> • Vitamins supplement • Gym membership • Sports equipment • Purchase of books
6	Family Benefits <ul style="list-style-type: none"> • Infant/Child care centre fees
7	Others <ul style="list-style-type: none"> • Union Membership Fees • NTUC Thrift savings • Purchase of Insurance

*Applicable for staff who opted to remain on the existing outpatient medical benefits as stated in Clause 39. The Healthchoice benefit will remain unchanged as stated in Clause 40(1).

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FLEXIBLE BENEFITS*
(With effect from 1st January 2013)

Category	Entitlement (per calendar year)	Basket of Benefits and Claimable Items
Staff with no dependents	\$650	1) Chalet/Rest and Recreation Activities <ul style="list-style-type: none"> • Tour Package • Hotel / chalet accommodation (Singapore / overseas) • Airfare / Train tickets / taxi fares / car rental (overseas only) • Admission tickets to places of interest (overseas only)
Staff with dependents	\$850	2) Wellness/Personal Development <ul style="list-style-type: none"> • Vitamins supplement • Gym membership • Sports equipment • Purchase of books 3) Family Benefits <ul style="list-style-type: none"> • Infant / Child care centre fees 4) Others <ul style="list-style-type: none"> • Union membership fees • NTUC Thrift savings • Purchase of insurance 5) Outpatient non-specialist claims 6) Outpatient specialist claims

*Applicable for staff who opted for the new flexible benefits which bundle the outpatient non-specialist, outpatient specialist and healthchoice benefits together as stated in clause

41. The benefits as stated in clause 39(1), 39(3) and 40 will lapse for staff who has opted for the Flexible Benefits.