

	SALIHIN	Document No: HR-TNC-04	
Title: EMPLOYEES POLICIES & PROCEDURES – CLAIMS AND ALLOWANCES		Revision No: 2	Effective Date: 1st JANUARY 2018

4.0 CLAIMS AND ALLOWANCES

4.1 CLAIMS

- 4.1.1 All claims must be submitted on or before the 7th of the following month enclosing together monthly job report, time sheet and all relevant receipts for supporting.
- 4.1.2 Failing to submit the claim form within the stipulated period may defer the payment to the subsequent month.
- 4.1.3 Reimbursement of claim will be made two weeks from the closing submission date; on or before 15th of the month.
- 4.1.4 Management has the right to reconsider or to deduct the claim as and when deem necessary.
- 4.1.5 Claim only valid to be reimbursed to staff within two (2) months from the date of claim receipt.

4.2 MILEAGE CLAIMS

- 4.2.1 Staffs who are authorized to travel in their own vehicles on official Company business may claim mileage at the following rates:

Type of Transport	Rate of Claim
Motorcar	RM 0.60 per km for the first 500 km RM 0.55per km for the next 150 km RM 0.50 per km for the next 150 km Remainder RM 0.25 per km
Motorcycle	RM 0.30 per km

- 4.2.2 Staffs who are authorized to travel in company car on official company business may claim as per petrol sheets provided that the claim is equivalent with the location.
- 4.2.3 Staffs who travel by public transport can claim for taxi fare or any other type of public transport for the distance traveled provided the amount claimed is reasonable.

	SALIHIN	Document No: HR-TNC-04	
Title: EMPLOYEES POLICIES & PROCEDURES – CLAIMS AND ALLOWANCES		Revision No: 2	Effective Date: 1st JANUARY 2018

- 4.2.4 SALIHIN reserves the right to revise the mileage claim rate from time to time as determine by the management.
(Refer to General HR Forms-Index No:4.0)

4.3 OVERTIME

- 4.3.1 The staff may at any time required by the company to work overtime base on the needs of the job. The staff must get approval from the head of department should he intend to work overtime by filling in the overtime **approval form**. Calculation of overtime starts at 6.00 pm.(Refer to General HR Forms-Index No:5.0 & 19)
- 4.3.2 SALIHIN reserved the right to reject the overtime claim in case the staff failed to seek prior approval for the head of department.
- 4.3.3 Staffs with salaries RM2, 000.00 and below are eligible to claim for overtime.
- 4.3.4 Staff with salaries more than RM2,000.00 shall be reimbursed time off in lieu of overtime based on their actual time incurred. Record of such overtime must be recorded in overtime record book. The staff must informed human resourced department shall he wants to occupied the time off.
- 4.3.5 In the event that the overtime has accumulatively complete 8 hours and no time off taken by the staff the overtime will be converted to be one (1) day leave. Overtime sheet must be filled in for approval from head of department before such transaction could be done. The staff has to notify human resources department and the number of days equivalently will be credited into annual leave balance of the employees concerned.
- 4.3.6 The staff who work overtime are entitle to claim accordingly to the following rates:-

Category	Rates
Normal day :	Salary ----- x 1.5 x actual overtime hours208 hours

	SALIHIN	Document No: HR-TNC-04	
Title: EMPLOYEES POLICIES & PROCEDURES – CLAIMS AND ALLOWANCES		Revision No: 2	Effective Date: 1st JANUARY 2018

Rest Day	Salary ----- x 2.0 x actual overtime hours208 hours
Public Holiday	Salary ----- x 3.0 x actual overtime hours208 hours

- 4.3.7 The management reserved the right to deduct overtime hour to those staff who works overtime continuously for 8 hours per day (subject to overtime limit per day). The staffs who claim for overtime must exclude lunch, dinner or break time.

4.4 MEAL ALLOWANCE

- 4.4.1 Staff who are required to work overtime are entitle to meal allowance as follows:-

Day	Minimum Hours	Rate
Normal working days	4 hours	RM5.00
Rest Day	8 hours	RM10.00
Public Holiday	8 hours	RM10.00

- 4.4.2 Staff who are required to do field works during office hour or out of office assignment within Klang Valley for continuously 4 hours excluding lunch time are entitle to meal allowance as follows:

Day	Minimum Hours	Rate
Normal working days	4 hours and above	RM5.00
	8 hours and above	RM10.00

(Refer to General HR Forms-Index No:4.0)

	SALIHIN	Document No: HR-TNC-04	
Title: EMPLOYEES POLICIES & PROCEDURES – CLAIMS AND ALLOWANCES		Revision No: 2	Effective Date: 1st JANUARY 2018

4.5 PEAK SEASON ALLOWANCE

Staff with Basic salary RM2,001 to RM4,000 per month are eligible to claim peak season allowance of RM10.00 per hour during peak season period. *(Refer to General HR Forms-Index No:6.0)*

4.6 ACTING ALLOWANCE

Any staff that are appointed to act as Head of Department in the absence of the existing Head of department shall be entitled for an Acting allowance on monthly basis. Additional 30% from the basic salary will be paid together with the monthly salary as an action allowance.

4.7 TAXI FARE

Taxi fare is claimable for staff who work until 12.00 midnight and above and solely for those who possess public transport.

4.8 STAFF WELFARE

4.8.1 SALIHIN may provide the following:

- a) Token for marriage of staff worth up to RM500. To be eligible, the staff must serve the firm for at least one year. For those staff who served less than 1 year it's subject to management discretion.
- b) Condolence token for death of immediate family (spouse, children, siblings and parent) of up to RM500.
- c) Condolence token to the next of kin on the death of staff, one-off payment of RM 3000.00 will be paid to the next of kin to cover burial and its related costs. In addition salary continuity, an actual amount to be determined depending on number of year's service as tabulated below:

	SALIHIN	Document No: HR-TNC-04	
Title: EMPLOYEES POLICIES & PROCEDURES – CLAIMS AND ALLOWANCES		Revision No: 2	Effective Date: 1st JANUARY 2018

Years of Service	Continues Wage Entitlement
1 – 5 Years	2 Months
6 – 10 Years	3 Months
11- 20 Years	4 Months

- d) Donation for the Emergency arising out of flood, fire or any natural disaster causing damage to staff's property or residence for the amount of RM1000.00.
- e) New born token to all married staff worth up to 5th child amounting to RM500.00. To be eligible, the staff must serve the firm at least one (1) year. For those staff who served less than 1 year it's subject to management discretion.

4.9 HANDPHONE ALLOWANCE

- 4.9.1 To provide guideline to staff using office mobile (Celcom Postpaid) are as follows:

Manager and above	RM
Operations	200.00
Shared Divisions	150.00

Rank and File Personnel	RM
Operations(3 years and above)	50.00
Shared Divisions	50.00

- 4.9.2 Manager(s) and above using their own mobile is to be given an allowance of RM100.00 per month and it is to be included in their monthly salary.

4.10 PERKS AND OTHER BENEFITS

- 4.10.1 Please refer to *Appendix 1*.

	SALIHIN	Document No: HR-TNC-04	
Title: EMPLOYEES POLICIES & PROCEDURES – CLAIMS AND ALLOWANCES		Revision No: 2	Effective Date: 1st JANUARY 2018

4.11 STAFF EMERGENCY LOAN

4.11.1 In the event of emergency situation (i.e.) accident, natural disaster, death etc, Staff may apply for staff emergency loan without interest fee. Application should be made by filling-in the form (*Refer to General HR Forms-Index No:7.0*). The approval is subject to the management consideration. Staff will need to sign an agreement of the terms as follows:

- i) Loan amount –maximum 1 month gross salary.
- ii) Eligibility to apply – completed 1 year service with SALIHIN.
- iii) Method of repayment- through monthly salary deduction.
- iv) Repayment period – minimum of 6 months and maximum of one year.
- v) Staff who has utilized his/her loan , the next eligibility will be restricted to the amount after deducting the current loan balance.
- vi) The staff cannot terminate his/her service within 12 months period with effect from the loan approval date unless the *loan has been fully settled.*

4.12 ENTERTAINMENT ALLOWANCE

4.12.1 It is the policy of SALIHIN to allow the Staff to entertain its clients, potential clients, stakeholders, relevant authorities, business associates and any external parties who have or might have business or official working relationships with SALIHIN for purpose of building the business and working relationship in line with the company's acceptable business ethic and practices. The guidelines for entertainment as per below:

- i. All entertainments to business contacts for normal business tea / coffee treats, lunches and dinners or special catering sponsorship must obtain prior approval of SALIHIN.
- ii. Applications for entertainment must provide clear objectives of providing such entertainment with list of names of the business contacts and the number of accompanying staff.

	SALIHIN	Document No: HR-TNC-04	
Title: EMPLOYEES POLICIES & PROCEDURES – CLAIMS AND ALLOWANCES		Revision No: 2	Effective Date: 1st JANUARY 2018

- iii. The number of staff for entertaining the same business contact should be limited to those who directly lead or involved in the business relationship building or reinforcing. The number should be approved by SALIHIN.
- iv. The entertainment given must be of reasonable value commensurable with the level of business contacts to be entertained and nature of business relationships which the entertainment is meant for.
- v. All entertainments must be properly budgeted in line with the company's business directions.
- vi. All entertainment claims must be forwarded to the Human Resource Department on the normal claim procedure.

Eligibility:

- i) Founders of SALIHIN - Unlimited
- ii) Managing Partner - RM 5000.00 Per Month
- iii) Director level & above - Maximum of RM 1000.00 Per month
- iv) Manager level - Maximum of RM500.00 per month

4.13 TRAINER/FACILITATOR ALLOWANCE

- 4.13.1 Staff who conducts training for In House training or external public training will be eligible to claim for allowance RM200.00 per session (min. 4 hours per day). The allowance will reimburse to staff in monthly claim.

4.14. FIRM EVENT BENEFIT

- 4.14.1 In recognition and appreciation of the efforts and cooperation of committee in carrying out office related events, Staff will be paid overtime allowance at RM10/hour during weekday/weekend (Pre Event). The Event Date allowance is not claimable.
- 4.14.2 All claims must be forwarded to the Human Resource Department on the normal claim procedure.

	SALIHIN	Document No: HR-TNC-04	
Title: EMPLOYEES POLICIES & PROCEDURES – CLAIMS AND ALLOWANCES		Revision No: 2	Effective Date: 1st JANUARY 2018

4.15 PROFESSIONAL AFFILIATION/MEMBERSHIPS FEE

4.15.1 SALIHIN shall reimburse the subscription fees up to two (2) professional affiliation/memberships at a maximum amount of RM 1000.00 and Service Bond will applies to the staff; it's subject to management discretion.

Memberships	Entitlement	No of years Bond
Professional Memberships	Maximum RM 1000.00 or Two Memberships	1 Year Bond
MIA/MATA		

4.15.2 In the event of resignation within the bond period, the respective staff shall pay the registration fee in full while the repayment of the yearly subscription will be prorated.