

	SALIHIN	Document No: HR-TNC-03	
Title: EMPLOYEES POLICIES & PROCEDURES- LEAVE		Revision No: 2	Effective Date: 1st JANUARY 2018

3.0 LEAVE

3.1 ANNUAL LEAVE

3.1.1 All confirmed staffs are entitled to the following paid annual leave:

Category	Manager & above	AM/Supervisor	SE/Executive & below	Non - Executive	Contract
First 24 months of service	20 days	16	14	12	1 day per month for all levels
Additional ³ leave	Additional 1 days leave for every 2 years of service , but not exceeding the maximum entitlement				
Maximum entitlement in a year	² 30 days	28	26	24	

3.1.2 Contract staffs are entitled to the following paid annual leave:

Category	Managers	Executives & General Position
Entitlement in a year	12 days	12 days

3.1.3 Staff undergoing probation period are not allowed to utilize their annual leave until the successful completion of their probationary period.

3.1.5 Staff wishing to go on annual leave must apply for the leave at least three (3) working days prior to the intended leave and must have been approved by their immediate superior before submitting to the Human Resource Department for management approval.(Refer to General HR Forms-Index No: 1.0)

3.1.6 A confirmed staff that has not completed a calendar year of service the annual leave will be based on a pro-rata basis (based on the number of months in a year).

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3.1.7 SALIHIN may at its discretion permit an employee to carry forward unutilized leave to the following year. Number of days can be carry forward must not exceed half of the staff yearly entitled leave where the remaining balance will be forfeited.

The carried forward unutilized annual leave from previous year must be cleared by 31st March of the following year.

3.1.8 Staff may be paid salary in lieu of annual leave under the following circumstances:

- a) Resignation
- b) Retirement
- c) Retrenchment
- d) Medical Board-Out (A decision made by the Medical Board consisting of medical specialists, that the staff is medically unfit to manage himself which subsequently may affect his performance).

3.2 EMERGENCY LEAVE

Staffs are required to inform Human Resources Department and the Head of Department of their intention to take emergency leave before 9.00 am on the day itself. When a staff applies for emergency leave, the Company will deduct annual leave entitle based on the number of days of emergency leave taken. *(Refer to General HR Forms-Index No: 1.0)*

3.3 SICK LEAVE WITHOUT HOSPITALISATION

3.3.1 Sick leave is defined as a period when the staff is unable to report for duty due to sickness duly certified by any private medical practice or any government medical officers. The staff must inform the Company by telephone or any other means before 9.00am of such medical leave. The medical certificate must be submitted to the Head of Department immediately upon his return to work and to be forwarded to Human Resources Department for record. *(Refer to General HR Forms-Index No: 1.0)*

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3.3.2 Staff is entitled to paid sick leave as follows:

Years of Service	Entitlement in a year
Less than 2 years	14 days
2 years or more but less than 5 years	18 days
Above 5 years	22 days

3.3.3 A staff who seek for medical examination but is not subsequently granted any sick leave is required to report for duty. The staff is required to submit a time slip from the clinic to the Human Resource Department.

3.3.4 Sick leave granted by a registered dental officer or dentist shall be treated as paid sick leave. The entitlement of such paid sick leave shall be inclusive of the number of days provided for under 3.3.2

3.3.5 Sick leave in excess of the above shall be treated as unpaid leave at the sole discretion of the company.

3.3.6 SALIHIN shall not grant paid sick leave if it is the result of self-inflicted injury, cosmetic surgery, and illness from drug abuse or addiction.

3.3.7 SALIHIN shall not grant paid sick leave, any medical certificate issued by any medical practitioner to the staff for purposes of attending to sick member of the family.

3.3.8 A staff who absent himself/herself from work on sick leave and fails to inform the Head of Department within forty-eight (48) hours of absence due to illness shall be deemed to have been absent without reasonable excuse.

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3.4 SICK LEAVE WITH HOSPITALISATION

- 3.4.1 Hospitalization means a staff is admitted into a ward for treatment and/or observation, regardless of the number of hours or days that the staff is there.
- 3.4.2 Paid sick leave with hospitalization shall be granted when certified to be necessary by the any private medical practitioner or a government doctor.
- 3.4.3 All staff are entitled to a maximum of sixty (60) days paid sick leave with hospitalization per calendar year. However, when a staff has taken paid sick leave under paragraph 3.3 above, the period of entitlement to paid sick leave with hospitalization shall be reduced accordingly.
- 3.4.4 For the purpose of this section, if a staff is certified by any registered Medical Practitioner to be ill/sick enough to be hospitalized but is not hospitalized for any reason the employee shall be deemed to be hospitalized.
- 3.4.5 Where the staff is intermittently sick after hospitalization but does not fall within the definition of prolonged illness may requests for unpaid leave up to six (6) months. After which the company may initiate the process of medically boarding out.

3.5 PROLONGED ILLNESS

- 3.5.1 A confirmed staff who is certified by any registered Medical Practitioners to be mentally disturbed or suffering from illness requiring prolonged treatment such as tuberculosis, cancer, leukemia, AIDS, critical thromboses or any prolonged illness with hospitalization will be granted the following :-
 - a) A maximum of three (3) consecutive months leave on full pay which is inclusive of the 60 days sick leave with hospitalization;
 - b) A further of three (3) consecutive months' leave on half month pay;
 - c) A further three (3) consecutive months' leave without pay.

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3.5.2 This leave shall be granted in addition to the staff's sick leave without hospitalization entitlement.

3.5.3 A staff shall not be entitled to paid annual leave for the period during which he/she is on prolonged sickness leave.

3.5.4 SALIHIN reserves the right to seek a second opinion from another Medical Practitioner before allowing the employee to go on prolonged sickness leave.

3.5.5 At end of the prolonged sickness leave, the company at its discretion and based upon the diagnoses and advise of any registered Medical Practitioner initiate the process of medically boarding out.

3.6 MEDICAL BOARDING OUT

SALIHIN may consider terminating the employment of the staff without further compensation on medical ground or on the advice of any registered medical practitioner at the end of the prolonged sickness leave.

3.7 MATERNITY LEAVE

3.7.1 All married female staff shall be granted for 360 days maternity leave in a whole service period.

Paid maternity leave will be granted minimum sixty (60) consecutive days up to maximum of ninety (90) consecutive days per calendar year inclusive of rest day and public holidays for each confinement period.

3.7.2 Paid maternity leave will be granted for every confinement.

3.7.3 Maternity leave may only commence on or after the 28th week of pregnancy and absence from work due to any illness in relation to pregnancy or miscarriage before the 28th week of pregnancy will be considered as sick leave.

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3.7.4 For administrative records, the Human Resource Department should be informed in writing at least two (2) months before the scheduled maternity leave.

3.8 COMPASSIONATE LEAVE

3.8.1 SALIHIN may at its discretion grant paid compassionate leave not exceeding three (3) consecutive working days at any one time and not more than nine (9) working days in each calendar year, in the event of the following :-

	Conditions	Number of Days
a	Death of: Spouse/Parents/Parents-in-law/ brothers/sisters/children	Three (3) consecutive days
b	Immediate family is warded in an intensive care unit: Spouse/Parents/Parents-in-law/children	Actual number of days but not exceeding three (3) days
c	Emergency arising out of Floods/Fire or any natural disaster causing damage to staff's property or residence	Actual number of days but not exceeding three (3) days

3.8.2 The staff is responsible to notify the company or the Human Resource Department of the occurrence of such events.

3.8.3 Upon returning to work, staff is required to submit a leave application form together with admissible document to justify such events.

3.8.4 The compassionate leave cannot be construed or converted to annual leave or salary in lieu of annual leave.

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3.9 SPECIAL LEAVE

SALIHIN may at its discretion grant special paid leave in each calendar year.

	Type	Conditions	No. of days
a	Marriage Leave	Only for first legal marriage Entitlement upon confirmation of employment	Three (3) consecutive working days
b	Paternity Leave	Birth of child Entitlement upon confirmation of employment	Three (3) consecutive working days
c	Permanent transfer assigned by the Company	Entitlement upon confirmation of employment. Directed by the Company	Maximum of three (3) consecutive working days
d	Study Leave	Company approved examination and subject to the certificate being recognized by the National Accreditation Council or JPA Entitlement upon confirmation of employment and valid for final exam only.	2 days study leave for each paper seating (revision, assignment/ examination)
e	Pilgrimage	Muslim staff who have completed five (5) years service with the firm subject to the approval of the Managing Partner. But they will not be entitled to the normal leave entitlement for the year. The Haj leave shall be granted only once in the employee's service with the firm.	Forty-five (45) consecutive days inclusive of rest day and public holidays

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f	Public Service	Selected for state or national games/ competitions/community services approved by the Government (Rela/ Rukun Tetangga/Askar Wataniah)	Maximum of fourteen (14) days
g	Legal Appearance	Staff who are required to report for jury services or to give evidence in court.	Actual number of days required

Except for cases (b) and (c) all special leave must be applied through leave application forms submitted together with appropriate documentation at least two (2) weeks prior to the intended leave.

3.10 UNPAID LEAVE

3.10.1 Leave without pay may be granted to a staff in exceptional circumstances or for personal reason of great importance and/or under the following circumstances:

- a) A staff under probation and not entitled for annual leave.
- b) A staff undergoing domestic inquiry.
- c) A staff who has exhausted his annual leave.

3.10.2 Long unpaid leave of up to a maximum of six (6) months or such a period given by the company in a calendar year may be granted to a staff under the following circumstances:

- a) A staff wishing to further his studies locally or abroad.
- b) A staff who has not fully recovered from illness and needs more time for treatment.

3.11 TIME-OFF

3.11.1 Where approved by the Head of Department / Division, a staff is allowed to take time off. The staff is required to fill up time slip to get approval from Head of Department/Division. (*Refer General HR Forms –Index No: 2.0*)

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3.11.2 The period of time-off should not be more than two (2) hours.

3.11.3 The staff is required to replace the same number of hours that has been taken off within three days. The staff has to fill up time off form for the recovery date and time for the time off. *(Refer to General HR Forms-Index No:3.0)*

3.11.4 Time-off for more than two hours will be regarded either as annual leave or unpaid leave as follows:

- a) If time off is more than two hours but less than half of the normal working hours (Monday – Saturday), it will be regarded as a half-day leave upon approval.
- b) If time off is more than half of the normal working hours (Monday – Saturday) it will be regarded as one day leave upon approval.

The staff is required to submit a leave application form upon returning to work.

3.11.5 Time-off only allowed to be taken for a maximum of 2 occasions / times in a month.

3.12 PUBLIC HOLIDAY FALLS ON REST DAY

3.12.1 If in any circumstance public holiday falls on Sunday or any other public holiday the next working day will automatically falls as public holiday.

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3.13 RETRECHMENT / LAY –OFF BENEFITS

3.13.1 An employee will receive retrenchment/lay-off benefits if his employment is terminated by the Company on grounds of redundancy resulting from any re-organization or economic measures within the Company.

3.13.2 An employee is entitled to the following retrenchment /lay-off benefit :

Length of Completed Service	Number of Days' Wage Entitlement for Each Year of Employment
1-2 years of service	10 days
More than 2 years – 5 years	15 days
More than 5 years	20 days