

	SALIHIN	Document No: HR-TNC-07	
Title: EMPLOYEES POLICIES & PROCEDURES – RELOCATION & TRANSFER		Revision No: 2	Effective Date: 1st JANUARY 2018

7.0 **RELOCATION ,TRANSFER& SECONDMENT (allowance for relocation)**

- In the course of the operations of the Company’s business, it will be necessary to transfer , second or assign staff from one job to another and one location to another within Malaysia. All transfers, relocations and secondment will be confirmed by the Human Resource Department in writing with details of any allowances.
- A staff who is relocated, transferred and seconded to a new workplace which is more than 90 km radius from the original work place and necessitates a change in residence is entitled to relocation/transfer allowances.
- Relocation refers to a period of six (6) months and above.
- Secondment period will be determined by the firm.(inter dept& within branch)
- A staff is not entitled for the benefits if the transfer/relocation is at own request.

The staff will be governed by the terms and conditions of employment in SALIHIN.

7.1 **TRANSFER LEAVE**

A staff shall be given unrecorded leave up to three (3) working days.

7.2 **HOTEL / ACCOMMODATION ALLOWANCE**

- 7.2.1 SALIHIN will pay hotel expenses incurred by a staff and his immediate family up to a maximum of two (2) days, for the purpose of transfer to new location.
- 7.2.2 If the period above has to be extended due to any circumstances prior approval must be obtained from the Managing Partner.
- 7.2.3 In cases where a staff provides his own accommodation, the staff may claim without receipts, provided that the claim does not exceed the staff’s entitlement.

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7.2.4 Entitlement for Hotel/Accommodation Allowance per day will be as follows:

Category	Single (RM)	Married (RM)	Married with Children (RM)
Manager	Actual Bills		
Executive	200.00	200.00	350.00
General	150.00	150.00	300.00

7.3 SUBSISTENCE TRANSFER ALLOWANCE

SALIHIN shall provide the staff and his immediate family a subsistence transfer allowance for a maximum of two (2) days as follows:

Category	Single (RM)	Married (RM)	Married with Children (RM)
Manager	120.00	150.00	190.00
Executive	100.00	130.00	170.00
General	80.00	110.00	150.00

7.4 TRAVEL AT TIME OF TRANSFER FOR STAFF AND FAMILY

7.4.1 If a staff uses his own car, he will be entitled to mileage claim.

7.4.2 If a staff travels by taxi or train, he may claim for the actual fare for himself, spouse and children (limited to two taxis only).

7.4.3 If traveling by air can save time and cost, a staff may be allowed to travel economy class by air.

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7.5 TRANSPORTATION OF PERSONAL EFFECTS

7.5.1 In the case of a local transfer, an estimate (quotations from at least two different transporters) of the cost of packing and freight of personal effects and furniture, should be obtained and must receive prior approval of Human Resource Department. When approved the Company will reimburse the staff, upon presentation of receipts, up to the following limits:

Category	Single(RM)	Married(RM)
Manager	1,000.00	2,000.00
Executive	850.00	1,700.00
General	750.00	1,500.00

7.5.2 The amount is inclusive of cost of freight, packing and insurance charges, excluding any Customs duties.

7.5.3 The Company is not responsible for any damages or losses during the transportation process.

7.6 REGIONAL ALLOWANCE

7.6.1 A staff who is assigned to Sabah and Sarawak will receive regional allowance equivalent to 20% of their basic salary.

7.6.2 A staff will be given the regional allowance for a maximum period of 1 (one) year only.

7.6.3 After the one year period, the location which the staff is transferred to will be considered his home base and he is no longer entitled for regional allowance.

7.6.4 Return tickets (non-convertible to cash nor cumulative) from any home base in Sabah and Sarawak for the staff and his immediate family (if married) may be given once a year throughout the first 3 years.