

POLICY
Prolonged Illness Leave

- Prolonged illness is suffering from an ailment/sickness, injury, or disablement that under normal circumstances would take a longer time to be cured, healed, and recuperate to a status whereby the employee is able to commence normal work.
- An employee may qualify for prolonged illness leave if he/she is
 - Ill, sick, incapacitated, or disabled; and
 - Require continuous medical attention and medication: and,
 - In the expert opinion of a registered medical practitioner, is unable to perform normal work.
- An employee who has been diagnosed with a prolonged illness shall immediately notify the company of his/her medical status and submit his medical report to the company appointed medical practitioner who will then advise the company.
- Employees who intend to apply for prolonged illness must agree to undergo a full medical assessment/review by a company appointed medical practitioner who will advise the company on the employee's medical conditions.
- Prolong Illness Leave approval may be given by the company at its sole discretion.
- Employees must have served the company for at least two (2) years before they can qualify for Prolong Illness Leave.
- Prolong Illness Leave is only granted to employees that have exhausted their sick leave, hospitalisation leave, and annual leave.
- An employee who is diagnosed with prolonged illness during his tenure of employment shall be entitled to the following provisions for the subsequent six (6) months period:

Phase	Period	Entitlement
Phase 1	First 90 days	Full pay leave
Phase 2	Next 90 days	Half pay leave
Phase 3	Next 90 days	No pay leave

- Medical Leave/Hospitalisation Leave Certificate is not required during the PIL period.

Conditions for Approval

- Employee must undergo a periodic medical assessment/evaluation by the company appointed medical practitioner. The frequency of the assessment/evaluation shall be determined by the company.
- Employee must provide all medical records/results/documentations to the company appointed medical practitioner when requested.
- Should the employee fail to attend the medical assessment/evaluation required or fail to furnish medical records/results/documentation, the Company may withdraw the PIL and the employee shall be put on unpaid leave.
- Employees who recover and are certified fit to resume work, shall have their PIL leave canceled and must resume work as instructed by the Company.
- In the case where the company doctor certifies the employee fit for light duties or modified duties, and such roles exists, the employee's Prolong Illness Leave shall be canceled and must resume work as instructed by the company.

Post-Prolong Illness Leave Period

- At the end of phase three (3), if the employee is still certified unfit to work by company appointed medical practitioner, the company may terminate the employment on medical grounds.