

ADVANCE PACT SDN BHD

E-Leave System



LEAVE ENTITLEMENT

Category	Group	Leave Entitlement for the period of employment <5 years	Leave entitlement for the period of employment >5 years
Corporate Management	CEO/GM/AGM/SGM	21 days	27 days
Operating Management	OM		
Technical Specialist	T	18 days	22 days
Executive	EX		
Support	SS	14 days	17 days

- Contract staff is entitled to 2 days paid annual leave for every current month.
- However, this leave cannot be carried forward if it is not taken. Unless the Head decline the application due to workload. Therefore, the leave can be forwarded to next month.



LEAVE POLICY



- You are entitled to AL once you confirmed your employment.
- You can only carry forward 10 days to next year.
- You are entitled to annual leave once it is earned.
- Half day leave is considered as one (1) day.
- If your employment is less than a year, your entitlement will be prorated accordingly.
- If you are under probation, any leave taken shall be deducted as unpaid leave from your monthly salary.
- Employee is allowed to keep their leave (10 days) only for one year (subsequent). All leave balance must be used before the end of that particular year. If not, it will be forfeited.
- Any unutilized leave that:
 - a) more than 10 days, e.g 15 days, 10 days to carry forward, 5 days is forfeited.
 - b) less than 10 days, e.g 4 days, 4 days to carry forward.
- Annual leave must be applied at least 3 days before you on leave unless it is emergency.

LEAVE TYPE

- ❖ Annual Leave
- ❖ Sick Leave
- ❖ Emergency Leave
- ❖ Unpaid Leave
- ❖ Extended Sick Leave
- ❖ Family Sick Leave
- ❖ Marriage Leave
- ❖ Unrecorded Leave
- ❖ Exam Leave
- ❖ Transfer Leave
- ❖ Hajj Leave
- ❖ Maternity Leave
- ❖ Paternity Leave

METHODOLOGY

Leave can be applied through :

❖ Mobile Phone

❖ Laptop

❖ Desktop



How to apply?

Go to link  aphrms.advancepact.com



Advance Pact e-Leave

Login To Advance Pact e-Leave 

Enter Your Username And Password To Log On

Username

Your APSB no.
(small letter)

Password


a

Login

After launch, the
password will change
– abc123



2 DIFFERENT TAB

ADVANCE PACT e-Leave 

Apply Leave

Leave Requests

Leave Balance

Change Password

Employee Guide

System Manual

APPLY LEAVE

Leave Type:
Select

Duration:
Full Day

Relief
Select


Leave From

To

Reason

Submit Reset

USER

ADVANCE PACT e-Leave 

Apply Leave

Leave Requests

Leave Balance

Date Calendar

Leave Approval

Change Password

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APPLY LEAVE

Leave Type:
Select

Duration:
Full Day

Alternate
Select

Leave From

To


Reason

Submit Reset

HEAD

SELECT LEAVE TYPE

ADVANCE PACT e-Leave



Apply Leave

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APPLY LEAVE

Leave Type:

Select

Select

Annual Leave

Sick Leave

Emergency Leave

Unpaid Leave

Extended Sick Leave

Compassionate Leave

Maternity Leave

Paternity Leave

Marriage Leave

Unrecorded Leave

Exam Leave

Transfer Leave

Hajj Leave

Leave From


To


Reason


Submit


Reset


YOU WILL SEE YOUR LEAVE BALANCE HERE


ADVANCE PACT e-Leave 


 Apply Leave

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APPLY LEAVE

You have 18 Annual Leave(s) remaining.

Leave Type:
Annual Leave


Duration:
Full Day


Relief
Select


Leave From


To


Reason


ADVANCE PACT e-Leave 


 Apply Leave

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APPLY LEAVE

You have 14 Sick Leave(s) remaining.

Leave Type:
Sick Leave

Duration:
Full Day


Relief
Select

Leave From

To

Reason

Image Reference

 Choose Your Picture

SELECT RELIEF & FILL IN THE BLANKS - SUBMIT

ADVANCE PACT e-Leave



Apply Leave

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Leave Balance

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APPLY LEAVE

You have 18 Annual Leave(s) remaining.

Leave Type:

Annual Leave

Duration:

Full Day

Relief

Select

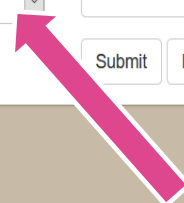
Leave From

To

Reason


Submit


Reset



PLEASE ATTACH IMAGE REFERENCE - SUBMIT

ADVANCE PACT e-Leave



**AdvancePact**
Business Consultancy and Services

Apply Leave

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System Manual

You have 14 Sick Leave(s) remaining.

Leave Type:
Sick Leave

Duration:
Full Day


Relief
Select

Leave From

To

Reason

Image Reference




Choose Your Picture

HOW TO SEE STAFF LEAVE REQUEST? JUST CLICK 'LEAVE REQUEST'

ADVANCE PACT e-Leave

Welcome Nur Eatin Izzati Binti Kamarroni / APSR0301



Apply Leave

Leave Requests

Leave Balance













Change Password

Employee Guide

System Manual

Leave Request(s)

#	Name	From	To	Reason	Action
1		02-01-2018	09-01-2018	View Reason	Approved

#	Name	From	To	Reason	Action	
1	airil	30-05-2018	30-05-2018	View Reason	Pending	 
2	airil	30-05-2018	31-05-2018	View Reason	Pending	 
3	airil	29-05-2018	29-05-2018	View Reason	Pending	 
4	airil	28-05-2018	28-05-2018	View Reason	Pending	 
5	airil	28-05-2018	29-05-2018	View Reason	Accepted	
6	airil	28-05-2018	29-05-2018	View Reason	Pending	 
7	airil	28-05-2018	29-05-2018	View Reason	Rejected	
8	airil	23-05-2018	23-05-2018	View Reason	Pending	 

HOW TO CHECK YOUR LEAVE BALANCE? JUST CLICK 'LEAVE BALANCE'

ADVANCE PACT e-Leave

Apply Leave

Leave Requests

Leave Balance

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Leave Balance

Select Year

2018

Select Extra Columns

☐ Unpaid

☐ Extended Sick

☐ Compassionate

☐ Maternity

☐ Paternity

☐ Marriage

☐ Transfer

☐ Hajj

Get Details

Print

FORMULA

Entitlement – Eligible(Prorated) + Balance = Total Annual Leave Balance

		E - Eligible(Prorated) C - Carry T - Taken B - Balance		
#	Employee Name	Leave Type		
		Annual	Sick	Emergency
1		E - 15	E - 14	E - 7
	Entitlement - 18	C - 9		
		T - 6	T - 0	T - 0
		B - 18	B - 14	B - 7

YOU MAY CHECK OTHER LEAVE BALANCE BY CLICK ON 'SELECT EXTRA COLUMN'

ADVANCE PACT e-Leave

Apply Leave

Leave Requests

Leave Balance

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Leave Balance

Select Year

2018

Select Extra Columns

☐ Unpaid

☐ Extended Sick

☐ Compassionate

☐ Maternity

☐ Paternity

☒ Marriage

☐ Unrecorded

☒ Exam Leave

☐ Transfer

☐ Hajj

Get Details

Print

Select extra column and click 'Get Details'

Details will appear here

#	Employee Name	Annual	Sick	Leave Type Emergency	Marriage	Exam Leave
1	Entitlement - 18	E - 15 C - 9 T - 6 B - 18	E - 14 T - 0 B - 14	E - 7 T - 0 B - 7	E - 5 T - 0 B - 5	E - 7 T - 0 B - 7

FOR HEAD ONLY

'DATE CALENDAR'

The screenshot displays the ADVANCE PACT e-Leave system interface. On the left is a vertical orange sidebar with a menu containing: 'Apply Leave', 'Leave Requests', 'Leave Balance', 'Date Calendar' (highlighted with a pink arrow), 'Leave Approval', 'Change Password', 'Employee Guide', and 'System Manual'. The top of the interface has an orange header with the text 'ADVANCE PACT e-Leave' and a user profile icon. The main content area is titled 'Leave Calender' and features a date selection interface with 'Date From' and 'Date To' dropdowns, both set to '02-10-2018'. Below this is a table with the following headers: 'Applicant Name', 'Leave Type', 'From', 'To', 'No of days', and 'Reason'. A pink callout box points to the date selection area with the text: 'You may check your staff's leave application by select the date'. Another pink callout box points to the table area with the text: 'Then, your staff name will appear here'. The ADVANCE PACT logo is in the top right corner.

ADVANCE PACT e-Leave

Apply Leave

Leave Requests

Leave Balance

Date Calendar

Leave Approval

Change Password

Employee Guide

System Manual

Leave Calender

Date From: 02-10-2018 Date To: 02-10-2018

Applicant Name	Leave Type	From	To	No of days	Reason
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You may check your staff's leave application by select the date

Then, your staff name will appear here

LEAVE APPROVAL

You need to **APPROVE** or **DECLINED** your staff's leave application by select their name

ADVANCE PACT e-Leave

Apply Leave

Leave Requests

Leave Balance

Date Calendar

Leave Approval

Change Password

Employee Guide

System Manual

Leave Approval

#	Name	From	To	Reason	Action
1	Siti Radiah binti Sakban	2018-10-12	2018-10-12	View Reason	Pending
2	Suziyati binti Sari	2018-01-02	2018-01-12	View Reason	Approved
3	Siti Radiah binti Sakban	2018-01-02	2018-01-12	View Reason	Approved
4	Syazatul Syaza binti Sirol Aflah	2018-01-02	2018-01-16	View Reason	Approved
5	Nor Haslinda Aishah Binti Md Hasbulah	2018-01-02	2018-01-11	View Reason	Approved

1 Next Last Page

LEAVE APPROVAL

Leave Application for User

Leave Detail - Status: **Pending**

Leave Type : Annual Leave

Leave Balance : 23

From : 12-10-2018

To : 12-10-2018

Date of Application : 04-10-2018

No. of Day/s Applied : 1

Reason: Cuti Tahunan

Reliever: Norehan binti Abd. Rahman

[Approve](#) [Decline](#)

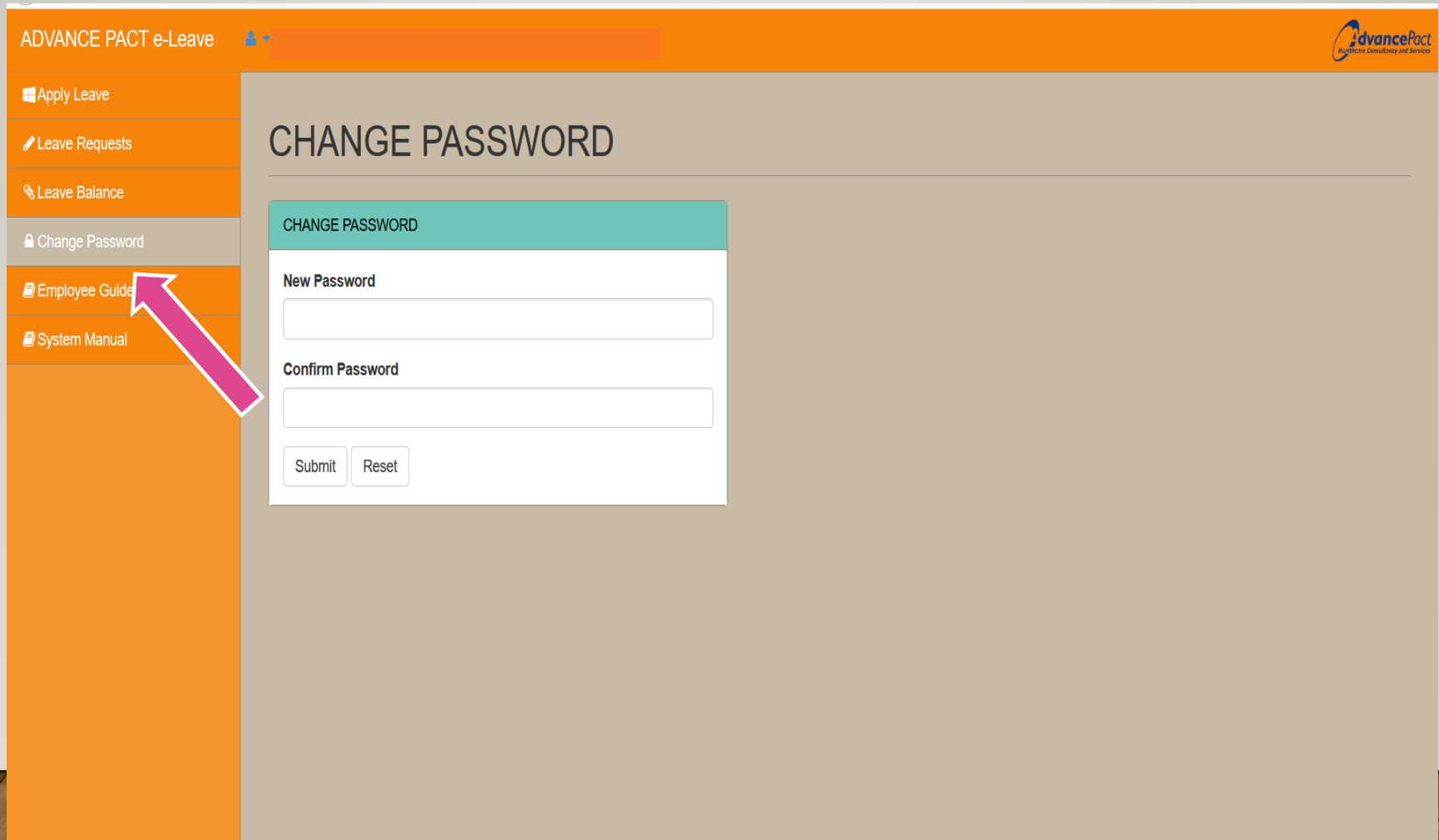
Click here to
APPROVE or
DECLINED

You may see other
staff leave
application if they
apply on the same
date

e during the period

Applicant Name	Leave Type	From	To	No of days	Reason
Siti Radiah binti Sakban	Annual Leave	12-10-2018	12-10-2018	1	Cuti Tahunan

YOU ALSO MAY CHANGE YOUR PASSWORD BY CLICK ON 'CHANGE PASSWORD'



The screenshot displays the ADVANCE PACT e-Leave web application. The top navigation bar is orange and contains the text 'ADVANCE PACT e-Leave' on the left and the 'AdvancePact' logo on the right. A vertical orange sidebar on the left lists several menu items: 'Apply Leave', 'Leave Requests', 'Leave Balance', 'Change Password', 'Employee Guide', and 'System Manual'. A pink arrow points to the 'Employee Guide' item. The main content area has a light beige background and features the heading 'CHANGE PASSWORD'. Below this heading is a white form box with a teal header labeled 'CHANGE PASSWORD'. The form contains two text input fields: 'New Password' and 'Confirm Password'. At the bottom of the form are two buttons: 'Submit' and 'Reset'.

ADVANCE PACT e-Leave

Apply Leave

Leave Requests

Leave Balance

Change Password

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System Manual

CHANGE PASSWORD

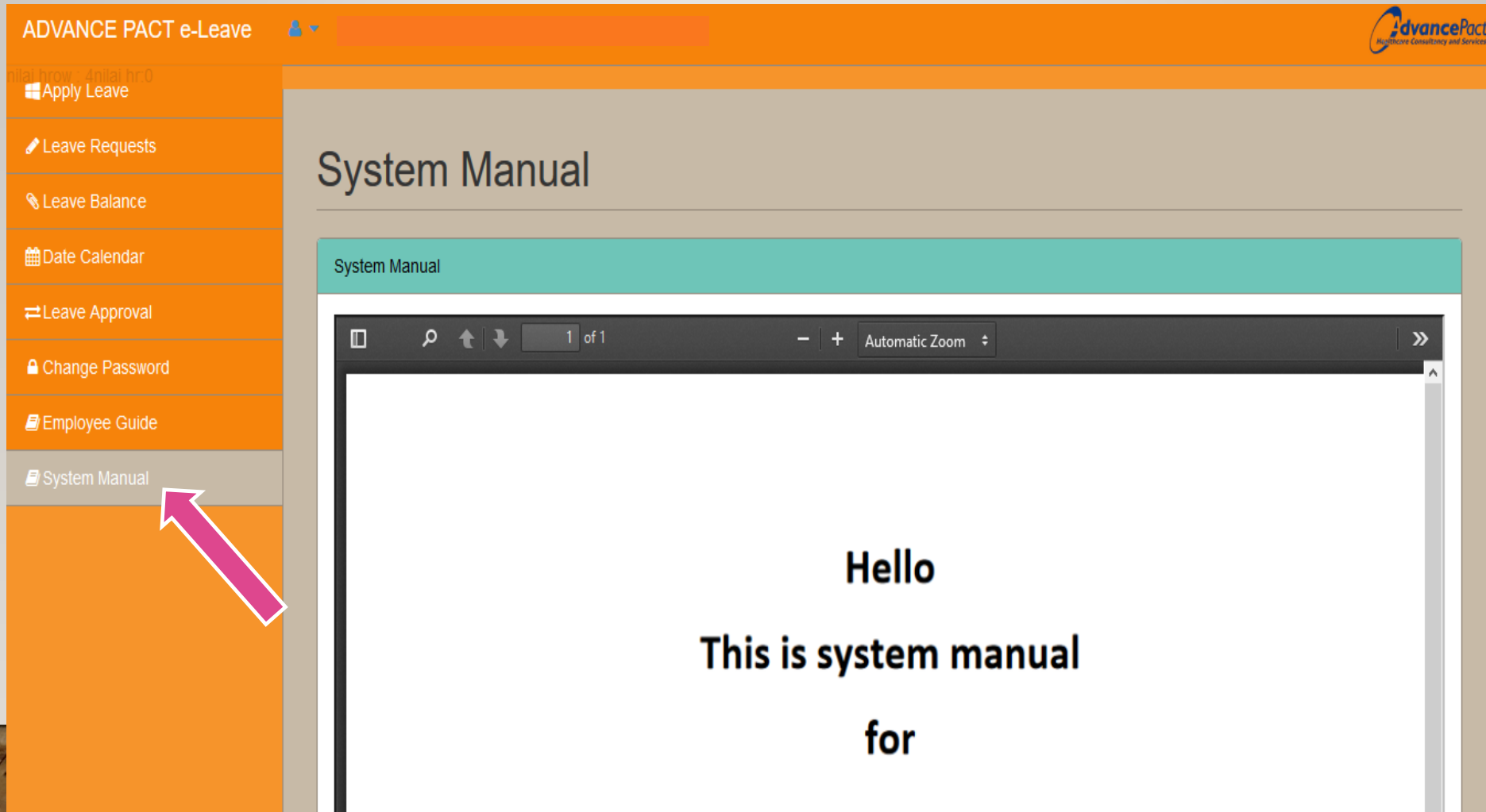
CHANGE PASSWORD

New Password

Confirm Password

Submit Reset

FOR MORE INFORMATION REGARDING E-LEAVE SYSTEM, YOU MAY READ AT 'SYSTEM MANUAL'



The screenshot displays the ADVANCE PACT e-Leave system interface. The top header is orange and contains the text "ADVANCE PACT e-Leave" on the left and the "AdvancePact" logo on the right. A sidebar on the left lists various system functions: "Apply Leave", "Leave Requests", "Leave Balance", "Date Calendar", "Leave Approval", "Change Password", "Employee Guide", and "System Manual". The "System Manual" option is highlighted in a darker orange, and a pink arrow points to it. The main content area has a light gray background and features a large teal header labeled "System Manual". Below this, a white box with a black border contains the text "Hello", "This is system manual", and "for". The white box also includes a toolbar at the top with icons for document, search, zoom, and navigation, and a page indicator showing "1 of 1".

ADVANCE PACT e-Leave

Apply Leave

Leave Requests

Leave Balance

Date Calendar

Leave Approval

Change Password

Employee Guide

System Manual

System Manual

System Manual

1 of 1

Automatic Zoom

Hello

This is system manual

for

ANY QUESTION TO ASK ?

**DO NOT HESITATE TO CALL
HUMAN RESOURCE
MANAGEMENT DEPARTMENT
TO ASSIST YOU**

Thank you