
	Standard Operating Procedures GHCD	DOC NO: 4.8.1	ISSUE: 2
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1.0	Abbreviation		
	1.1	HOD	Head of Company/Division/Department
	1.2	GHCD	Group Human Capital Division

2.0	Leaves		
	2.1	Leave is a period when a staff is allowed not to report for work and will not be considered as a break of continuous service with the Company.	
	2.2	It is a condition for a staff to obtain prior approval for leave apart from Medical Leave and Hospitalization Leave. Approval for leave is subject to the requirement of work in the Company/Division/Department and may be revoked at any time.	
	2.3	Leave allowable to staff is categorized as below: <u>Type of Leaves</u>	
		<ul style="list-style-type: none">• Annual Leave• Sick Leave• Hospitalization Leave• Maternity Leave• Compassionate Leave• Unrecorded Leave• Hajj Leave• Replacement Leave• Examination Leave• Emergency Leave• Calamity Leave• Marriage Leave• Paternity Leave• Half Day Leave• Prolonged Medical Leave• Time Off	
	2.4	Annual Leave allows staff to have days off from work with full pay for the recognised service period for the year.	
	2.5	The recognised service period for Annual Leave entitlement includes the probationary period.	
	2.6	The annual period for the Annual Leave entitlement is calculated from January to December of the same year.	

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3.0 Annual Leave

3.1 Staff's Annual Leave entitlement will be prorated on quarterly basis and is defined as earned leave in the system.

3.2 Annual Leave entitlement shall be as follows:

a) Permanent Staff

Job Grade	Entitlement (Day)		
	< 5 Years	5-10 Years	> 10 Years
TM1 & TM2 Top Management	22	26	30
SM1 Senior Management	22	26	30
SM2 - SM4 Senior Management	20	24	28
MM1 – MM2 Management	20	24	28
MM3 - MM5 Management	18	23	26
EX1 - EX5 Executive	16	19	24
NT1/TL1- NT4/TL4 Supervisor	16	19	24
NT5/TL5 Support/Operative	15	17	21
NT6/ TL6 Support/Operative	14	16	20


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b) Contract Staff

Job Grade	Entitlement (Day)
	Contract Staff
TM1 & TM2 Top Management	22
SM1 Senior Management	22
SM2 - SM4 Senior Management	20
MM1 – MM2 Management	20
MM3 - MM5 Management	18
EX1 - EX5 Executive	16
NT1/TL1- NT4/TL4 Supervisor	16
NT5/TL5 Support/Operative	15
NT6/ TL6 Support/Operative	14

- 3.3 Staff with current leave entitlement higher than the specified days above shall continue with their existing entitlement.
- 3.4 If staff has not served a full year's service, leave eligibility shall be prorated to the exact service period. The calculation is as follows:

$$\frac{(\text{Number of days service in the year}) \times (\text{Annual Leave entitlement})}{365 \text{ days}}$$
- 3.5 Should the annual leave entitlement be in decimal numbers, the entitlement shall be rounded up or down as follows:
- 0.1 - 0.3 : Rounded down to 0
 - 0.4 - 0.6 : Rounded up/down to 0.5
 - 0.7 - 0.9 : Rounded up to 1
- 3.6 Application for Annual Leave must be made in the **E-Leave System** not less than five (5) days before the intended leave commenced. Leave applied lesser than the required five (5) days will be considered as 'Short Notice' while leave applied on the same day or after are considered as 'Emergency Leave'.

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	<p>3.7 Approval for leave is subject to the workload demand and manager's approval.</p> <p>3.8 The Company reserves the right to recall a staff from his/her Annual Leave or cancel the Annual Leave should the services of the staff be required.</p> <p>3.9 Staff who is absent from work without prior approval or without giving reasonable justification will not be allowed to receive the salary or any allowance for the period of his absence.</p> <p>3.10 Staff are allowed to automatically carry forward twenty-five percent (25%) of their total entitlement to the next calendar year for their unutilized Annual Leave balance. The carry forward leave must be utilized within three (3) months of the new calendar year.</p> <p>3.11 Request for Advance Leave allowed is fifty percent (50%) from next quarter's entitlement but is subject to the entitlement being in the same calendar year only.</p>
4.0	<p>Employee Separation – Annual Leave</p> <p>4.1 Resigning staff or staff ending employment with the Company shall utilise his/her Annual Leave before his/her employment ends, subject to HOD's approval. However, staff is required to refer to GHCD prior to the utilisation of his/her leave balance.</p> <p>4.2 Should there be unutilised Annual Leave balance by the end of staff's service with the Company, it may be reimbursed and credited into staff last salary. The calculation for paid leave is as follows:</p> $\frac{\text{The staff's basic monthly salary} \times \text{the number of leave balance}}{26 \text{ days}}$ <p>4.3 If a staff has taken leave in excess of his/her entitlement prorated to his/her last day of service, the last drawn salary will be deducted for the excess days based on the formula below;</p> $\frac{\text{The staff's basic monthly salary} \times \text{the number of excess taken}}{\text{Number of days in a month}}$