

	Standard Operating Procedures GHCD	DOC NO: 4.8.7	ISSUE: 2
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1.0	Hajj Leave 1.1 Muslim staff who have served the company for three (3) consecutive years or more shall be entitled to Hajj Leave once, while in service with the company. 1.2 Maximum forty (40) consecutive days (inclusive rest days and public holidays) paid leave or the actual number of days. 1.3 The leave strictly covers only the days spent on performing Hajj (inclusive of the traveling days to and from Saudi). 1.4 Application for this leave must be attached together with the confirmation letter of the Hajj date issued by <i>Lembaga Urusan Tabung Haji</i> or travel agency, whichever is applicable.
2.0	Hajj Leave - Procedure 2.1 Staff has to submit the application for the Hajj leave to GHCD at least one (1) month before the departure date together with the supporting documents. 2.2 Once verified and approved by the GHCD, staff can submit the Hajj Leave application in the E-Leave system for their HOD's approval.