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1.0

Abbreviation

1.1	GHCD	Group Human Capital Division
1.2	HOD	Head of Company/Division/Department
1.3	RLF	Replacement Leave Form
1.4	MVF	Movement Form

2.0

Replacement Leave

2.1

Replacement Leave is the leave granted in addition to the annual leave entitlement to compensate staff who is required by the immediate Superior to work on rest day/ public holiday or after normal work hours.

2.2

Work performed must be additional tasks, ad-hoc or special assignments but not of routine work. Routine work should be performed and completed efficiently during the allocated working hours.

2.3

Instruction to perform overtime work should come from the immediate superior or respective HOD to qualify for the leave replacement.

2.4

Travelling outstation on Rest/Off Day or Public Holiday for official duties can be considered for replacement leave.

2.5

Non-executives who are required to travel for official duties are also entitled for replacement leave.


2.6

The entitlement of replacement leave is as follows:


Duration	Entitlement
Accumulated a minimum of 8 hours working overtime on weekdays	1 day leave
Accumulated a minimum of 5 hours working or travelling on Rest/Off Day or Public Holiday	1 day leave

2.7

Staff must fill in the Replacement Leave Form and obtain approval from the HOD. The approved form shall be submitted to the GHCD not later than 07th of the following month.

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	2.8	Staff who failed to submit RLF to GHCD within the stipulated date is not entitled to claim the replacement leave for the work performed.										
	2.9	The replacement leave shall only be available to be utilized by the staff, after the approved RLF is submitted to the GHCD for the leave data to be updated in the e-leave system.										
	2.10	Staff working overtime or perform outstation travel continuously exceeding 12.00 am is allowed to take the leave immediately as per table below and to submit the approved RLF and MVF (for site staff) thereafter;										
	<table><tr><th>Conditions</th><th>Immediate Utilization</th><th>Remark</th></tr><tr><td>Travel related to work or perform work minimum of 6 hours continuously beyond midnight (between 12.00 to 3.00 am)</td><td>Half Day</td><td>Off day in the morning & need to work at least 4 hours in the evening.</td></tr><tr><td>Travel related to work or perform work minimum of 8 hours continuously beyond midnight (after 3.00 am)</td><td>Full Day</td><td>Full day off.</td></tr></table>			Conditions	Immediate Utilization	Remark	Travel related to work or perform work minimum of 6 hours continuously beyond midnight (between 12.00 to 3.00 am)	Half Day	Off day in the morning & need to work at least 4 hours in the evening.	Travel related to work or perform work minimum of 8 hours continuously beyond midnight (after 3.00 am)	Full Day	Full day off.
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2.11	Replacement leave earned must be utilized within 3 months from the work or travel date performed.											
2.12	Unutilized replacement leave balance cannot be used by the staff to shorten his/her resignation notice period or to be offset with the payment of salary in lieu of resignation notice to the Company.											
2.13	There shall be no encashment or reimbursement to the staff for any unutilized replacement leave upon the staff's resignation or retirement or termination of service with the Company.											
3.0	Replacement Leave - Procedure											
3.1	Staff must adhere to the following procedure when applying to use the replacement leave:											
	(a) Fill in the RLF .											

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- (b) Obtain confirmation from immediate superior and approval from the HOD.
- (c) Submit the duly approved **RLF** and the supporting document to GHCD for validation and for the entitlement to be added into e-leave system.
- (d) Once the Replacement leave entitlement has been added into the staff's e-Leave record, the staff will be notified by GHCD through email.
- (e) Submit the leave application via **E-Leave system** by selecting 'Replacement Leave' option under Type of Leave.

4.0 Appendix

No.	Title Form	Appendix
4.1	Replacement Leave Form	Appendix 1
4.2	Movement Form	Appendix 2