

	Standard Operating Procedures GHCD	DOC NO: 4.8.9	ISSUE: 2
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1.0	Abbreviation		
	1.1	GHCD	Group Human Capital Division
	1.2	HOD	Head of Company/Division/Department

2.0	Examination Leave		
	2.1	At discretion of the company, a confirmed staff may be given leave to sit for an approved examination for the actual number of examination days.	
	2.2	The paid leave is eligible for all confirmed staff.	
	2.3	The course taken must be related to the staff's current job field.	
	2.4	Examination leave is NOT granted for repeating papers. Staff would need to utilize their annual leave entitlement to re-sit for the examination.	

3.0	Examination Leave - Procedure		
	3.1	Proof of offer letter is required to be submitted to the GHCD before staff could be eligible to apply for their first examination leave.	
	3.2	Once confirmed by the GHCD, staff could apply for the leave in the system.	
	3.3	Staff would need to apply for the examination leave in the E-Leave System with their examination schedule attached for HOD's approval.	