	1.0	**Abbreviation**		

1.1	GHCD	Group Human Capital Division
1.2	GL	Guarantee Letter

2.0 **Hospitalization Leave**

2.1 Staff is entitled for a **maximum** of **sixty (60) days** paid leave (including rest days and public holidays) if hospitalization is required but shall exclude medical leave (outpatient entitlement).

2.2 Report or medical certificate from medical practitioner is a must.

3.0 **Hospitalization - Procedure**

3.1 Based on the recommendation of a specialist, if the staff or family member has to be admitted to the hospital for inpatient treatment, the staff must first contact GHCD for confirmation of benefits covered and issuance of **GL**, limited to the Government Hospitals only.

3.2 The **GL** will be issued by GHCD upon submission of an admission note from the hospital.

3.3 However, for emergency cases after working hours, on weekends or Public Holidays, staffs are advised to register their admission under MTD Capital Bhd/MTD ACPI Engineering Berhad and the GL will be issued on the next working day.

3.4 In the case where the staff opts to seek medical treatment from a Private Hospital, the staff is required to submit the Hospital claim form along with the medical report and original bills direct to GHCD for verification and reimbursement purposes.

3.5 Should the staff opt for room and board rate which is higher than their eligibility, the Company will charge a **co-payment (deduction) of 20%** out of the total cost incurred.

3.6 Should the annual limit be exhausted, any additional bills incurred thereon will be borne by the staff.

3.7 Approval of overseas hospitalisation/medical treatment expenses claims, in excess of the limit set, shall be at the sole discretion of the Company.

3.8 Upon returning to work, staff must submit the application for Hospitalization Leave in the **E-Leave system** along with the supporting document (report or medical certificate).