

	Standard Operating Procedures GHCD	DOC NO: 4.8.6	ISSUE: 2
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TITLE	Unrecorded Leave & Unpaid Leave	PAGE: 1/1	

1.0	Abbreviation		
	1.1	GHCD	Group Human Capital Division
	1.2	HOD	Head of Company/Division/Department
2.0	Unrecorded Leave		
	2.1	Staff who is required to be a witness, performing jury duty or any court cases requirement related to the Company.	
	2.2	Staff who needs to attend own convocation ceremony.	
3.0	Unrecorded Leave - Procedure		
	3.1	The leave application would need to be submitted to the GHCD for verification along with the supporting document once approval by the respective HOD has been obtained.	
	3.2	The applied Unrecorded Leave will be recorded in the E-Leave System by the GHCD.	
4.0	Unpaid Leave		
	4.1	Unpaid leave shall not be practised in the Company.	