

	Standard Operating Procedures GHCD	DOC NO: 4.3.8	ISSUE: 2
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1.0	<p>Laundry Allowance</p> <p>1.1 Laundry Allowance is applicable only to staff who are required to wear full uniform daily, while discharging their daily work. Examples of such staff are as listed below but are not limited to:</p> <ul style="list-style-type: none"> • Building Maintenance staff • Security Guards • Drivers • Despatch • Receptionists • Tea Ladies • Toll operations and highway maintenance team <p>1.2 Payment of laundry allowance will be made along with staff's monthly salary.</p> <p>1.3 Staff on maternity leave, medical leave, hospitalisation and prolonged leave, will not be entitled for laundry allowance.</p> <p>1.4 The allowance will be pro-rated for new, resigned or terminated staff.</p> <p>1.5 The provision of the said allowance, for eligible staff, will be indicated in the Letter of Appointment/Employment Contract and/or the Benefits Package.</p>
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