
	Standard Operating Procedures GHCD	DOC NO: 4.8.15	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
TITLE	Prolonged Medical Leave	PAGE: 1/2	

1.0	Abbreviation																	
	1.1	HOD	Head of Company/Division/Department															
	1.2	GHCD	Group Human Capital Division															
2.0	Prolonged Medical Leave																	
	2.1	On the recommendation of the Company's panel of doctors, any confirmed staff suffering from any prolonged illness such as cancer, leukemia, polio or other critical illness may, in addition to the staff's entitlement for medical leave without hospitalization, be granted prolonged medical leave.																
	2.2	A permanent staff shall be granted the following in addition to his/her sick leave from any government doctors or specialist (after the staff has been referred by the panel doctors), once, during his/her service with the Company:-																
	<table><tr><th>Period</th><th>Duration</th><th>Entitlement</th></tr><tr><td>1 - 3 months</td><td>3 months</td><td>Full basic pay</td></tr><tr><td>4 - 6 months</td><td>3 months</td><td>Half pay salary if the staff still under treatment</td></tr><tr><td>7 - 9 months</td><td>3 months</td><td>No salary if the staff still under treatment</td></tr><tr><td>Above 9 months</td><td>-</td><td>Medically board out</td></tr></table>			Period	Duration	Entitlement	1 - 3 months	3 months	Full basic pay	4 - 6 months	3 months	Half pay salary if the staff still under treatment	7 - 9 months	3 months	No salary if the staff still under treatment	Above 9 months	-	Medically board out
	Period	Duration	Entitlement															
1 - 3 months	3 months	Full basic pay																
4 - 6 months	3 months	Half pay salary if the staff still under treatment																
7 - 9 months	3 months	No salary if the staff still under treatment																
Above 9 months	-	Medically board out																
2.3	A full medical report from the hospital shall be obtained to determine the staff's condition whether or not he/she is fit for employment.																	
2.4	The Company may consider terminating the service (medically boarding out) of the staff concerned at the end of nine (9) months' prolonged medical leave period in the event that the staff is declared "unfit for duty" by the Company's panel of doctors at that time.																	
3.0	Prolonged Medical Leave – Procedure																	
	3.1	Staff has to notify GHCD in order for them to proceed with the next step.																
	3.2	Related documentations must be acknowledged by HOD before submission to GHCD for verification and record purposes.																

	Standard Operating Procedures GHCD	DOC NO: 4.8.15	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
TITLE	Prolonged Medical Leave	PAGE: 2/2	

4.0	Medical Boarding Out 4.1 The Company reserves the right to medically board out the staff without further compensation by terminating his/her services if his/her situation does not improve. 4.2 The medical boarding out shall be carried out based on the standard medical procedures and doctor's report. 4.3 Final medical check-up as to ascertain his/her health status shall be borne by the Company.
------------	--