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1 0	Abbreviation

1.1	MVF	Movement Form
1.2	GHCD	Group Human Capital Division

2.0 **Time Off**

- 2.1 To attend to personal matters
- 2.2 Only allowed for once a month.

3.0 Time Off – Provision and procedure

Conditions	Time Off	Remarks
Attend to personal matters (once a month)	1½ hours	In case more than 1½ hours, staff need to apply half day leave
Travel related to work or work continuously until midnight (before 12.00 am)	No	Staff to come in as usual according to respective working hours
Travel related to work or perform work minimum of 6 hours continuously beyond midnight (between 12.00 to 3.00 am)	Half (½) day	Off day in the morning & need to work at least 4 hours in the evening
Travel related to work or perform work minimum of 8 hours continuously beyond midnight (after 3.00 am)	Full Day	Full day off

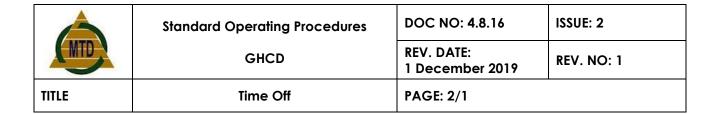
3.1 Should staff need to attend to personal matters, travel for work related matters or work continuously beyond the stipulated time, staff are required to:

for staff with access to the said system

record their movement(s) in the My Movement Record page, through the E-**Movement System**

for site staff

record their movement(s) in the MVF and submit to GHCD



4.0 Appendix

No.	Title Form	Appendix
4.1	Movement Form	Appendix 1