
	Standard Operating Procedures GHCD	DOC NO: 4.8.16	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
TITLE	Time Off	PAGE: 1/1	

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																	
	<table><tr><th>Conditions</th><th>Time Off</th><th>Remarks</th></tr><tr><td>Attend to personal matters (once a month)</td><td>1½ hours</td><td>In case more than 1½ hours, staff need to apply half day leave</td></tr><tr><td>Travel related to work or work continuously until midnight (before 12.00 am)</td><td>No</td><td>Staff to come in as usual according to respective working hours</td></tr><tr><td>Travel related to work or perform work minimum of 6 hours continuously beyond midnight (between 12.00 to 3.00 am)</td><td>Half (½) day</td><td>Off day in the morning & need to work at least 4 hours in the evening</td></tr><tr><td>Travel related to work or perform work minimum of 8 hours continuously beyond midnight (after 3.00 am)</td><td>Full Day</td><td>Full day off</td></tr></table>			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
	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:																	
	<u>for staff with access to the said system</u>																	
	• record their movement(s) in the My Movement Record page, through the E-Movement System																	
<u>for site staff</u>																		
• record their movement(s) in the MVF and submit to GHCD																		

	Standard Operating Procedures GHCD	DOC NO: 4.8.16	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
TITLE	Time Off	PAGE: 2/1	

4.0	Appendix		
	No.	Title Form	Appendix
	4.1	Movement Form	Appendix 1