

	Standard Operating Procedures GHCD	DOC NO: 4.3.7	ISSUE: 2
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1.0	Shift Allowance 1.1 The Shift Allowance is applicable to all staff who are required to work on shifts. Examples of such staff are as listed below but are not limited to: <ul style="list-style-type: none"> • Security Guards • Manufacturing Operations • Toll Operations • Highway Operations & Maintenance Team 1.2 The shift allowance will be pro-rated for any shift work done for less than one (1) month e.g. for new hires and resigned staff. 1.3 Shift Allowance will be paid into staff's monthly salary. 1.4 Staff on maternity leave, medical leave, hospitalisation and prolonged leave, will not be entitled for shift allowance. 1.5 Staff must be working, on shifts, for a minimum of seven (7) days a month to be qualified for the allowance. 1.6 The provision of the said allowance, for eligible staff, will be indicated in the Letter of Appointment/Employment Contract and/or the Benefits Package.
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