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1.0 Sick Leave

- 1.1 Sick leave shall be defined as periods of absence from work certified by the company's panel doctor or by the government medical officer or a registered medical practitioner.
- 1.2 All staff shall, on the production of a medical certificate from the Company's approved doctor or any other registered medical practitioner, be entitled to paid sick leave not exceeding a total of;

Entitlement (Day)		
< 2 Years	2-5 Years	> 5 Years
14 days	18 days	22 days

- 1.3 Sixty (60) days in each year if hospitalization is necessary excluding the sick days specified in the table above.
- 1.4 If a staff, certified by the company's panel doctor or a registered medical practitioner to be ill enough to need hospitalisation for any reason whatsoever opts to stay at home, he/she nonetheless is deemed to be hospitalised.
- 1.5 Paid sick leave in respect of a staff who exceeds the total specified above shall be treated as Annual Leave which will be deducted from the staff's leave entitlement.
- 1.6 Paid sick leave shall not be granted when such leaves become necessary owing to illness, disease or injury which results from personal misconduct, or irresponsible action and acts of willful neglect on the part of the staff whether within or outside the company's premises and hours of work.
- 1.7 A staff, who reports to the company's panel doctor or a registered medical practitioner and subsequently is not granted sick leave shall report for duty as soon as possible after the completion of the medical examination.
- 1.8 In the event of the staff suffering from prolonged serious illness, the company on the advice of the medical Board will use its discretion to grant medical leave of up to three (3) months with full pay, the subsequent three (3) months with half pay and thereafter three(3) months leave without pay.
- 1.9 Medical certificates obtained from non-recognized clinics will not be accepted and will be considered as no pay leave.

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	<p>1.10 Staff who are not able to report to work due to illness, is responsible to inform the immediate superior or the company within one (1) hour from the official working hour.</p>
2.0	<p>Sick Leave - Procedure</p> <p>2.1 All staff should notify their immediate superior when they are unable to report for work.</p> <p>2.2 Staff should immediately refer his/her case to the company's recognised doctor if necessary or the registered medical practitioner and obtain a medical leave certificate.</p> <p>2.3 Upon returning to work, staff must submit the medical leave certificate through the E-Leave System for his/her immediate superior's approval and subsequently pass the document to Company/Division/Department's Administrator for filing.</p>