

	<b>Standard Operating Procedures</b>  <b>GHCD</b>	DOC NO: 4.3.6	ISSUE: 2
		REVISION DATE: 1 December 2019	REV. NO: 1
<b>TITLE</b>	<b>Attendance Allowance</b>	<b>PAGE: 1/1</b>	

<b>1.0</b>	<b>Attendance Allowance</b>  1.1 Attendance Allowance is applicable to Non-Executive staff, of Alloy Toll Management Sdn. Bhd. and Alloy Maintenance Engineering Sdn. Bhd., based at toll plazas and site maintenance offices.  1.2 The Attendance Allowance is only for staff with full attendance i.e. with no medical leave, emergency leave, absence and lateness in a particular month and the amount will be paid into their monthly salaries.  1.3 The provision of the said allowance, for eligible staff, will be indicated in the Letter of Appointment/Employment Contract and/or the Benefits Package.
------------	--