

	<b>Standard Operating Procedures</b>  <b>GHCD</b>	DOC NO: 4.3.2	ISSUE: 2
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<b>1.0</b>	<b>Covering Allowance</b>
	1.1 The Covering Allowance is paid to staff who has been assigned to cover another staff's position of higher or similar grade for a period of not less than thirty (30) consecutive calendar days.
	1.2 The quantum of allowance payable is at the discretion of the Management.
	1.3 The Covering Allowance will be withdrawn upon expiration of the "covering" period.
<b>2.0</b>	<b>Acting Allowance</b>
	2.1 Acting Allowance is to be paid to staff who has been assigned with acting roles/positions, until the next promotion exercise.
	2.2 Applicable to staff who has been identified for promotion but the promotion exercise can only be initiated upon completion of the Annual Staff Performance Appraisal Exercise.
	2.3 The quantum of allowance payable is not fixed and is subject to the salary range of the promoted position.