

	Standard Operating Procedures GHCD	DOC NO: 4.8.12	ISSUE: 2
		REV. DATE: 1 December 2019	REV. NO: 1
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1.0	Abbreviation		
	1.1	GHCD	Group Human Capital Division
	1.2	PPF	Personal Particulars Form
2.0	Marriage Leave		
	2.1	A confirmed staff shall be entitled to a maximum of three (3) working days , once within the employment with the company.	
3.0	Marriage Leave - Procedure		
	3.1	Staff has to submit the leave application through the E-Leave System along with the supporting documents for HOD's approval.	
	3.2	Staff would also need update the change in his/her marital status in the PPF and submit it along with proof of marriage certificate to GHCD within a month, for record purposes.	
4.0	Appendix		
	No.	Title Form	Appendix
	4.1	Personal Particulars Form	Appendix 1