



#### **4.5      Exit Interview**

- 4.5.1    When an employee's employment with the Company ends, he/she may be required to attend an "exit interview" with the Head of SBU.

### **5.0      TYPES OF LEAVE**

#### **5.1      Federal and State Public Holidays**

- 5.1.1    An employee shall be entitled to paid holidays on all gazetted Federal and State Public Holidays relevant to the state in which the employee is employed at his ordinary rate of pay in any one (1) calendar year.
- 5.1.2    All employees shall be allowed to go off one and a half (1½) hours earlier on the eve of the following festive holidays:-
- 5.1.2.1    Chinese New Year
  - 5.1.2.2    Hari Raya Puasa
  - 5.1.2.3    Wesak Day
  - 5.1.2.4    Hari Raya Haji
  - 5.1.2.5    Deepavali
  - 5.1.2.6    Christmas Day
- 5.1.3    If a public holiday falls on a Sunday, the next working day shall automatically be considered a replacement holiday.
- 5.1.4    If an employee is working outstation in a state that does not observe the Group's observed public holidays, the employee will be given a replacement day off. Alternatively, if an employee observes a state public holiday that is not observed by the Group, the employee shall make good accordingly by way of service subsequently, unless prior arrangements can be made with the client concerned to work on that day.
- 5.1.5    An employee who absents himself from work on a working day immediately preceding or immediately succeeding a public holiday or two (2) or more consecutive public holidays or any other day or days substituted thereof under this section without the prior consent of his Head of SBU /Line Manager, shall not be entitled to any holiday pay for such holiday or consecutive holidays unless he has a reasonable excuse for such absence.

#### **5.2      Annual Leave**

- 5.2.1    Annual leave is granted to all employees for purpose of rest, relaxation, the pursuit of leisure activities and to attend to personal matters.
- 5.2.2    Annual leave entitlements are calculated on a calendar year basis and all employees shall be entitled to paid annual leave per calendar year as follows:



Years of Service	Job Grade		
	M3 and above	E1	E2 and below
Less than 2 years	18 days	16 days	14 days
Between 2 to 5 years	20 days	18 days	16 days
More than 5 years	24 days	22 days	18 days

- 5.2.3 A confirmed employee, who has not completed a full year of service as at 31 December, shall be given proportionate annual leave.
- 5.2.4 An employee who fails to take such leave at the end of each calendar year shall be allowed to carry forward a maximum of five (5) days of such annual leave to the following year. All leaves carried forward must be consumed within the first three (3) months of the year to which it is carried forward otherwise it shall be forfeited.
- 5.2.5 An employee who is indisposed or injured while on annual leave shall have a vacation credit for the day(s) on which he is certified by a Registered Medical Practitioner as being unfit for work, provided that in such case, the employee shall notify the Group within forty-eight (48) hours from the day of the medical leave. However, the employee must obtain the prior approval of his Head of SBU/Line Manager if he wishes to extend the vacation days by the number of medical leave obtained. Otherwise, the Group reserves the right to give an alternative day off on another occasion.
- 5.2.6 An employee shall apply for his annual leave one (1) week in advance. Where the application for leave is more than five (5) working days, employees shall apply for approval two (2) weeks in advance. Leave application that is applied less than the approved notice will be considered as Emergency Leave unless otherwise approved by the Head of SBU/Line Manager and Senior Partner/Group CEO.
- 5.2.7 The leave days will first be deducted from the Time-Off-In-Lieu if any before it is deducted from the annual leave entitlement.
- 5.2.8 No employee shall go on leave without the prior approval of the Group. If an employee is absent from work for more than one and a half (1 1/2) hours with or without prior approval, that day will be considered as a full day's leave.
- 5.2.9 For the purpose of calculating leave, a Saturday shall be deemed to be a full working day and leave taken on half day basis shall be regarded as one day leave.
- 5.2.10 The Group shall allow all employees a maximum of three (3) days emergency leave, which shall be part of their annual leave in cases of emergency whereby the presence of the employee is very much needed.



HR/Admin Department will issue a warning letter to those employees who utilise more than three (3) days of emergency leave.

- 5.2.11 The Group reserves the right to take disciplinary action against an employee who abuses the emergency leave privilege. During the day of the emergency leave, the employee must inform the Head of SBU /Line Manager and HR/Admin Department of the leave latest before 10.00am.
- 5.2.12 In addition, the employee is required to inform his colleague to complete and submit the Medical /Emergency Leave Notification Form to the Group CEO.
- 5.2.13 During the notice period of resignation, no employee shall be permitted to take his available annual leave during this period, except with the prior approval of the Group.
- 5.2.14 The Group has the full discretion to allow an employee to take his available annual leave partially or in full during the notice period of resignation.
- 5.2.15 The Group reserves the right at any time to recall an employee who is on leave or cancel his approved leave if the exigencies of service require the employee's return.
- 5.2.16 In the event where an employee is recalled for duty, the annual leave shall be reinstated by the Group.
- 5.2.17 All employees shall be required to fill in the Leave Application Form and have their leave balance verified by the HR/Admin Department.
- 5.2.18 The Leave Application Form shall be submitted to the Head of SBU/Line Manager at least one (1) week and two (2) weeks (leave more than 5 days) prior to the intended leave period.
- 5.2.19 Written approval must be obtained from the Group CEO after recommendation from the Head of SBU/Line Manager before commencing leave.

### **5.3      Medical and Hospitalisation Leave**

- 5.3.1 Subject to the provisions of the Employment Act, 1955, an employee shall be entitled to paid medical leave, when no hospitalisation is necessary, as follows:

<b>Years of Service</b>	<b>No. of Days</b>
Less than 2 years	14 days
2 to less than 5 years	18 days
More than 5 years	22 days



- 5.3.2 All paid medical leave shall be granted upon recommendation by a Registered Medical Practitioner approved by the Group and supported by a medical certificate.
- 5.3.3 Medical leave shall include medical leave given by a Registered Dental Practitioner.
- 5.3.4 In the event where hospitalisation is necessary, the employee is entitled to sixty (60) days of hospitalisation leave in aggregate (i.e. inclusive of any medical leave taken under Clause 5.3.1) in each calendar year.
- 5.3.5 Where recommended by the Registered Medical Practitioner, confirmed employees shall be granted treatment and hospitalisation in a ward which is applicable to the employee's category of group medical care (Refer to policy on Insurance Coverage).
- 5.3.6 In the event where an employee is certified by a Registered Medical Practitioner to be ill enough to be hospitalised but is not hospitalised for whatever reason, the employee shall be deemed to be hospitalised for the purpose of this section.
- 5.3.7 An employee who reports to a Registered Medical Practitioner and who is subsequently not granted medical leave shall report for duty directly after completion of the medical examination.
- 5.3.8 In the event where an employee over-consumes or does not comply with the medical/hospitalisation leave procedures in utilising his medical/hospitalisation leave entitlement, the leave taken shall then be offset against the annual leave.
- 5.3.9 In the event where the employee is not eligible for annual leave, it shall then be considered as leave without pay.
- 5.3.10 An employee who is on medical leave shall immediately inform his Head of SBU/Line Manager and HR/Admin Department of the medical leave, the nature of the illness and the expected duration of absence before 10.00 am on the day he is on medical leave.
- 5.3.11 The Group reserves the right to take disciplinary action against an employee who abuses the medical leave privilege. During the day of the medical leave, the employee must inform the Head of SBU/Line Manager and HR/Admin Department of the leave latest before 10.00 am.
- 5.3.12 Upon returning to work, the employee shall submit the Leave Application Form and medical certificate to the Head of SBU/Line Manager for recommendation prior approval from the Group CEO.
- 5.3.13 In the event of hospitalisation, the employee or his next of kin shall immediately inform the Head of SBU/Line Manager. Upon returning to work, the employee shall submit the Leave Application Form and



medical certificate to the Head of SBU/Line Manager for recommendation prior approval from the Group CEO.

#### **5.4 Maternity Leave**

- 5.4.1 All female employees shall be entitled to maternity leave for a maximum period of sixty (60) consecutive days in accordance with the provision of the Employment Act, 1955.
- 5.4.2 A female employee shall be entitled to paid maternity leave if:
  - 5.4.2.1 She has worked for a continuous period of ninety (90) days during the nine (9) months period before the day of the confinement and;
  - 5.4.2.2 She is an employee at any time during the four (4) months before the confinement.
- 5.4.3 The maternity leave may be taken on, before and/or immediately after the day of delivery.
- 5.4.4 The employee shall apply for maternity leave not less than four (4) weeks prior commencement of the intended maternity leave period.
- 5.4.5 During the maternity leave, the employee shall be paid in the normal manner.
- 5.4.6 The entitlement of sixty (60) days maternity leave is inclusive of rest days and any applicable Public Holiday that falls within the maternity leave period.
- 5.4.7 An employee shall not be entitled to paid maternity leave if she has five (5) or more surviving children at the time of the confinement.
- 5.4.8 Leave on account of miscarriage prior to the 28<sup>th</sup> week of pregnancy shall not be considered as maternity leave but as normal medical leave.
- 5.4.9 In the event where the employee submits her resignation prior to or during her maternity leave, the Group shall reserve the right to disregard the maternity leave period as part of the notice period of resignation.
- 5.4.10 The employee shall be required to notify her Head of SBU/Line Manager of her intended period of maternity leave and submit the Leave Application Form to the Head of SBU/Line Manager for recommendation prior approval from the Group CEO not less than four (4) weeks prior commencement of the intended maternity leave period for approval.



## 5.5 Special Leave

The following special leaves shall be granted at the discretion of the Group and subject to exigencies of the Group's business.

- 5.5.1 **Marriage leave** - An employee who has been confirmed and in continuous employment with the Group for at least one (1) year, on the occasion of his 1<sup>st</sup> legal marriage, shall be entitled to three (3) working days paid **marriage leave** while in the service of the Group.
  - 5.5.1.1 The employee shall be required to produce documentary evidence (eg. marriage certificate) in support of his application for marriage leave.
  - 5.5.1.2 This privilege shall only be granted once. The employee shall apply seven (7) days in advance from the intended date.
- 5.5.2 **Paternity Leave** - A male employee who has been confirmed and in continuous employment with the Group for at least one (1) year shall be entitled to two (2) working days **paternity leave** on the birth of every child to his 1<sup>st</sup> legal wife up to five (5) deliveries.
  - 5.5.2.1 The employee shall be required to produce documentary evidence (eg. birth certificate) in support of his application.
  - 5.5.2.2 The employee shall notify to the Head of SBU/Line Manager and HR/Admin Department.
- 5.5.3 **Compassionate Leave** - An employee shall be eligible for two (2) working days of **compassionate leave** per event of a death of a family member.
  - 5.5.3.1 The employee shall be required to produce documentary evidence (eg. death certificate) to the satisfaction of the Group in support and to qualify for such leave upon his return to work.
  - 5.5.3.2 The maximum number of compassionate leave days shall not exceed six (6) days per annum.
  - 5.5.3.3 The employee shall notify to the Head of SBU/Line Manager and HR/Admin Department.
- 5.5.4 **Examination / Study Leave** - An employee shall be eligible for three (3) working days of **examination/study leave** per subject (inclusive of the examination days) for their first attempt while pursuing courses that are approved by the Group.
  - 5.5.4.1 The employee shall be required to produce documentary evidence of examination registration and examination schedule in support of his application.



- 5.5.4.2 The employee shall apply for the leave at least seven (7) days in advance from the intended date.
- 5.5.5 In the event where an employee over-consumes or does not comply with the procedures in utilising his special leaves entitlement, the leave taken shall then be offset against the annual leave.
- 5.5.6 In the event where the employee is not eligible for annual leave, it shall then be considered as leave without pay.
- 5.5.7 An employee shall fill up the Leave Application Form and attach it together with the relevant documentary evidence where applicable to support the application.
- 5.5.8 The Leave Application Form shall be submitted to the Head of SBU/Line Manager within three (3) working days from the leave period.
- 5.5.9 Written approval must be obtained from the Group CEO after recommendation from the Head of SBU/Line Manager before commencing leave.

## **6.0 MEDICAL BENEFITS**

### **6.1 Outpatient and Specialist Medical and Dental Benefits**

- 6.1.1 The Group shall provide medical and specialist medical benefits to confirmed employees only.

#### **6.1.2 Medical Benefit**

<b>Job Grade</b>	<b>Annual Entitlement</b>
All Levels	RM500.00 per calendar / RM50.00 per visit

- 6.1.2.1 For any specialist treatment, all employees are required to obtain referral letters from panel clinic before proceeding for treatment.

- 6.1.2.2 The medical benefit shall exclude the following:

- 6.1.2.2.1 Ophthalmic treatment;
- 6.1.2.2.2 Expenses incurred as a result of pregnancy, confinement, self-inflicted injuries, illness or diseases arising from misconduct or exposure to any unjustifiable hazard;
- 6.1.2.2.3 Expense incurred as a result of attempted suicide, or injury arising from the performance of an unlawful act, provoked assault or breach of the peace, or under the influence of illegal drugs/alcohol;
- 6.1.2.2.4 Expenses incurred for the treatment of venereal diseases or drugs addiction;