

**Changes to these policies will be made according to MOM reviews and guidelines as well as when the Management deems fit for the interest of Company's operational needs**

**Leave benefits will begin after Employee has completed 3 Months of Service.**

**Any absence during first 3 Months of will be taken as UNPAID LEAVE.**

**All Leave that are not applied within 7 days will be deducted as Unpaid Leave (services.elc.com.sg).**

1	Type of Leave	Entitled	Remarks
1.1	Annual Leave	14 Days	<ul style="list-style-type: none"> <li>Pro-rated for new hires/resignees according to formula <b>14 days/12 mths x no. of mths worked in full but down to nearest half</b></li> <li>For dates that are declared to be half-day, full-day leave to be taken</li> <li>Max of 7 days leave can be brought forward to following year; must be consumed by end-June.</li> <li>If taking more than 14 working days consecutively, deduction will be inclusive of Weekends and PH.</li> </ul>
1.2	Medical Leave (Outpatient)	14 Days	<ul style="list-style-type: none"> <li>Requires a M.C. (MC from Dental Surgeries NA)</li> <li>Pro-rated for new hires according to formula <b>14 days/12 mths x no. of mths worked in full but round down to nearest half</b></li> </ul>
1.3	Medical Leave (Hospitalisation)	60 Days (Inclusive of 14 days MC)	<ul style="list-style-type: none"> <li>Requires a M.C. (inclusive of non-working days)</li> <li>Pro-rated for new hires according to formula <b>60 days/12 mths x no. of mths worked in full but round down to nearest half</b></li> </ul>
1.4	Marriage Leave	3 Days	Requires a copy of the Marriage Certificate
1.5	Childcare Leave	2 Days	<ul style="list-style-type: none"> <li>Applicable after Annual Leave is fully consumed</li> <li>Applies for PRs/Foreigners covered under EA or CDCS</li> </ul>
		3 Days/ 6 Days	<ul style="list-style-type: none"> <li>Applicable after Annual Leave is fully consumed</li> <li>Requires employee to complete a GPCL1 Form and submit to HAF in hardcopy</li> </ul>
1.6	Paternity Leave	2 Days	<ul style="list-style-type: none"> <li>Parents of non-citizens covered under EA</li> <li>Requires a copy of the Birth Certificate</li> <li>To be consumed continuously.</li> </ul>
		2 weeks	<ul style="list-style-type: none"> <li>Working parents of Singapore citizen child</li> <li>Requires a copy of the Birth Certificate</li> <li>To discuss Leave plan with BUH and HR.</li> </ul>
1.7	Maternity Leave	16 Weeks	<ul style="list-style-type: none"> <li>Requires a copy of the Birth Certificate</li> <li>May start as early as 4 weeks before delivery date</li> <li>9th-16th week of leave can be taken flexibly</li> <li>Flexi leave days is max. 40 days (8 weeks x 5 days)</li> </ul>
1.8	Compassionate Leave (Cat 1: Parent/Spouse/Child)	3 Days or until day of burial/ cremation; whichever is earlier	<ul style="list-style-type: none"> <li>Requires a copy of the Death Certificate</li> <li>To be taken consecutively, inclusive of PH or weekend</li> </ul>
1.9	Compassionate Leave (Cat 2: Parent-in-law/ Sibling/ Grandparent/ Grandchildren)	1 Day	Requires a copy of the Death Certificate
	<b>Additional</b>		
1.10	Unpaid Leave	Max 14 days	<ul style="list-style-type: none"> <li>Dependent on Management's advice.</li> <li>May be subjected to Termination if exceeded 14 days.</li> </ul>
1.11	Goodwill Leave	No set limit	Dependent on Management's advice
1.12	Off-in-lieu	<14 days	Dependent on Management's advice

**NOTE:**

**Any important events whereby your presence is crucial, Management has the right not to approve staff leave or cancel approved leave.**

**Extension to 1.2 & 1.3**

<b>1.3.1</b>	Staff who have taken Sick leave (consist of both Medical Leave and Hospitalization Leave) for more than 14 days for that calendar year will be forfeited their accumulated Day-offs at the discretion of the Management	<b>1.3.3.1</b>	Allow the employee to go on extended no-pay leave for an agreed period i.e. 3-6 months;
<b>1.3.2</b>	An outpatient medical appointment that is not issued with MC/HL is considered to be on personal time. However, if a medical chit is submitted with a duly completed leave form, staff can opt to used the Sick Leave Quota with their RO's approval and it will be deducted on a per day basis.	<b>1.3.3.2</b>	Make other working arrangements that are acceptable to both parties e.g. reassigning employee's duties;
<b>1.3.3</b>	If an employee is sick and has used up all leave entitlements, the standard is to do the following:	<b>1.3.3.3</b>	Obtain a medical assessment of the employee's suitability for continued employment (Unfit certification will allow the employer to terminate the services as the contract will be deemed frustrated with ex-gratia payments on a goodwill basis)
		<b>1.3.3.4</b>	Alternative arrangements other than the above will be at the discretion of the management as it is above and beyond regulations and is purely on goodwill.

**Eligibility must be fulfilled for Fringe Benefits.**

2	Fringe Benefits	Eligibility	Remarks
2.1	Marriage's Congratulatory Gift	Confirmed Staff	\$300 Hongbao upon submission of a copy of the marriage certificate
		1st Marriage during tenure with eLC	
2.2	Newborn's Congratulatory Gift	Confirmed Staff	\$100 Gift Hamper upon submission of a copy of newborn's birth certificate
2.3	Medical Claims	All Staff	<ul style="list-style-type: none"> <li>Active immediately</li> <li>Up to \$30 per visit, maximum of 2 visits per month,</li> <li>Only approved Western Medical Practioners e.g. GPs, Polyclinics &amp; Hospitals, etc</li> </ul> <b>(DENTAL BENEFITS NA)</b>
2.4	Off-in-lieu granted (Official OT)	All Staff	<ul style="list-style-type: none"> <li>Given at the discretion of RO/Management</li> <li>To be cleared within 1 month.</li> <li>Max 2 days Off at any point of time.</li> </ul>
		To be recorded with HAF	
2.5	NS Incentive	Confirmed Staff	Requires a copy of the award given.
		Achieved an IPPT Award	Gold:\$500, Silver:\$300,Pass with Incentive:\$200
2.6	OT Dinner	All Staff	Up to \$5.50 per pax
		RO-approved OT	Dinner receipts to be retained and submitted for reimbursement by a POC
2.7	Company Retreat *Resignation/Terminations within 3 months from Retreat dates are subjected to penalty of full costs incurred per pax	Confirmed Staff	<ul style="list-style-type: none"> <li>Overseas destination</li> <li>All travel expenses, including most F&amp;B, catered for</li> <li>Family members/Partners are on self-expenses</li> <li>Set in Aug/Sep period usually</li> </ul>
2.8	D&D Countdown Party	All Staff	<ul style="list-style-type: none"> <li>Family members/Partners are invited guests</li> <li>Set on 31st December annually</li> </ul>
2.9	Short Work Courses e.g. WSH/ Bizsafe	Confirmed Staff	Has bond of 3 months
2.10	Quarterly Incentives	Confirmed Staff	Has bond of 3 months
2.11	Overseas Opportunities/Trips	Confirmed Staff	<ul style="list-style-type: none"> <li>Has bond of 6 months</li> <li>12 months for longer periods of stay</li> <li>QAF of a C+ grade and above staff will be more advantageous during selection</li> </ul>
2.12	Local Paid Courses & Seminars e.g. ACTA/ KM Conference	Confirmed Staff	Has bond of 6 months
2.13	Promotions	NA	Has bond of 12 months
2.14	Salary Increments	NA	<ul style="list-style-type: none"> <li>Has bond of 12 months</li> <li><b>Penalty is to pay back the total incremental difference gained from previous drawn salary if you break the MOS</b></li> </ul>
2.15	Partial or Full Sponsorship of education advancements, courses relevant to company	Confirmed Staff >3 years	<ul style="list-style-type: none"> <li>Has bond of 12 months.</li> <li>QAF of a C+ grade and above staff will be more advantageous during evaluation</li> </ul>
	<b>Additional</b>		
2.16	S'pore PR Application	Staff >2 years	Company sponsored
2.17	Allowance for Overseas	Minimum 1 night STAY in host country	<ul style="list-style-type: none"> <li>Applicable for duration of STAY in host country</li> <li>50% of original allowance if Boss is hosting the trip</li> <li>Not applicable on late night arrival by personal choice</li> <li>Special Case e.g. long-term outstation work or more than 5 days of stay will be on case-by-case basis at the discretion of Management</li> </ul>
2.18	Long Service Award Subjected to changes at Management's discretion	Staff >5 years	Momento to be presented during Countdown D&D in Anniversary Year
		Staff >10 years	
2.19	Uniform	All Staff	2 Polo-Ts, 4 sets of customised overalls, 2 pair of boots will be given (liable for costs if service ends after less than a year) Replacement T-shirt available upon request
	<b>Insurance</b>		
2.20	Staff Insurance	All Staff	Company sponsored (after 3 months of service)

Every add-on of the Rules will be announced and updated via online HR Induction and be in effect henceforth

3	Rules	Remarks
3.1	Attendance of Company Events	Compulsory No leave applications approved during event dates Absence to be excused personally by CEO
3.2	Outstation/Overseas Work	Staff to adhere to that country's calendar / Public Holidays
3.3	Annual IRAS Submission	POWERdrive is on Auto-Inclusion Scheme so no IR-8A Form will be issued, staff is to go online when they received the notification
3.4	Cyber Security for Laptop Owners	Staff is to run virus scans every 1st and 15th of the month and submit their scan reports to techsupport@elc.com.sg
3.5	Upon resignation/termination	Staff shall not divulge all information relating to eLC/ POWERdrive to a rival company and/or direct competitor. Liable for legal responsibility Non-local/PRs need to ensure individual outstanding tax matters are settled satisfactorily before the final month's pay are released by the Company
3.6	Notice Period *Contract staff is subject to contract terms of one year	<ul style="list-style-type: none"> <li>Unconfirmed Staff is one (1) day notice period</li> <li>Confirmed Staff is one (1) month notice period</li> <li><b>BU Heads/Seniors is three (3) months notice period</b></li> <li><b>Affects: Senior Instructors and above e.g. Managers, CI, Heads, Platform Specialists and Senior Instructors</b></li> <li>No leave period can be used to off-set the last day of employment; Exit Interview will be done on the last day</li> <li>All Fringe Benefits will be withdrawn during notice period except for entitled leave</li> <li>Last pay cheque will only be given at end month or after all handover to HAF is satisfied</li> </ul>
3.7	Confirmation Period	<ul style="list-style-type: none"> <li>Usual 6 months evaluation period</li> <li>RO must submit relevant 136 evaluations for Management to approve prior to confirmation</li> </ul>
3.8	Dress Code	<ul style="list-style-type: none"> <li>Smart Casual/Presentable for normal working hours;</li> <li>Appropriate office wear/formal wear when meeting clients in various settings</li> </ul>
3.8	Updating of Personal Information in G50 / Application Form	As and when staff has a change of details and/or Project Requirements
3.9	Transport Claims	To be discussed with BU heads/ Management
3.10	Guidelines on Email Etiquette	<p>When in correspondence with external parties, please note to check :</p> <ul style="list-style-type: none"> <li>Correct spelling of external party's name(s)</li> <li>Correct email address is inputted</li> <li>No unnecessary/unrelated information is listed in your content, including but not limited to, internal parties' correspondence to you, W-I-P correspondence, etc</li> <li>Always minimize delay to respond to emails and/or phone calls, both internal or external parties; if an actual response to their enquiry is not possible immediately, should reply to acknowledge their email/call and provide a deadline if necessary for the follow-up</li> </ul> <p>When replying, please note to check :</p> <ul style="list-style-type: none"> <li>For group or mass emails sent internally - Correct email address is inputted (clicking "REPLY" may not necessarily means you are replying to the original sender of the email)</li> <li>Only place addressee in the "To" field if you require them to provide a direct reply, placing them in the "Cc" field signify FYI but not necessary a reply is required</li> </ul>
3.11	Guidelines on Email Signature	<p>Email Signature must consist of pertinent info on you and the company:</p> <p>Line 1 - State closing greeting in Calibri, size 11, black (e.g. Best Regards,)</p> <p>Line 2 - State Name in Calibri, size 11, black, BOLD</p> <p>Line 3 - State Designation in Calibri, size 11, black (e.g. Consultant)</p> <p>Line 4 - State Company information (including name of coy and address) in Calibri, size 10, black, with company name in BOLD (e.g. <b>eLC Pte Ltd</b>   16 Tannery Lane, Crystal Time Building, #06-00, S347778)</p> <p>Line 5 - State Company information (including contact numbers and web address) in Calibri, size 10, black, with company name in BOLD (e.g. Tel: +65 6846 9040   Fax: +65 6846 9030   Web: www.elc.com.sg)</p> <p>Line 6 - Blank space</p> <p>Line 7 - Confidential Statement (e.g. This e-mail is confidential. If you are not the intended recipient, please delete it and kindly notify us immediately; you should not copy or use it for any purposes, nor disclose its contents to any other person. Thank you.)</p>

3.12	Vehicle Usage	<p><b>3.121 Guidelines on Use</b></p> <p>Step 1: Driver must have approval of their BUH in the use of company vehicle</p> <p>Step 2: Notify HAF in drawing out the key, log book and cash card</p> <p>Step 3: Survey the vehicle for damages not reported in log book before proceeding with use; if not staff will be responsible for the cost if the company should so decide to proceed with repair</p> <p>Step 4: Record entries dutifully in log book after each use before returning the key, log book and cash card to HAF</p> <hr/> <p><b>3.122 Liability involved for BUH/Driver if due to own negligence</b></p> <p>Both BUH and Driver are liable for company vehicle's damages and/or additional excess from insurance, whichever is applicable, in the event of an accident due to driver's negligence (50% each)</p> <p>In the event of an accident, only first official errand's BUH is liable; subsequent "by-the-way" or "on-the-way" errands' BUH is technically not liable. However, final decision is at the discretion of the Management on a case-by-case basis</p> <p>Rule of thumb is no young drivers under 26 years of age / inexperienced drivers of less than 2 years / work permit holders are permitted to drive company vehicles unless granted by Management</p> <hr/> <p><b>3.123 Guidelines on Reporting of Accident (no injury involved)</b></p> <p>Step 1: After accident has occurred, and if third party has stopped, ascertain there is no injury involved</p> <p>Step 2: Proceed to move vehicles to a safe spot and inspect damages</p> <p>Step 3: Capture damages on all vehicles involved, note down number of passengers, and take down particulars of the third party driver</p> <p>Step 4: Notify BUH/HAF and proceed to insurers' approved workshops/centres to file a report if vehicle can be moved, or call for towing if vehicle is immobile</p> <p>Step 5: Return to company to update BUH/HAF if applicable</p> <hr/> <p><b>3.124 Guidelines on Reporting of Accident (injury involved)</b></p> <p>Generally, follow the same 5 steps above with the exception of Step 2 - if injury sustained by third party is of a serious nature, stay put and notify the police</p>
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