

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

All Leave are only in active after Employee has completed 3 Months of Service. Any absence during first 3 Months of Service will automatically be NO PAY LEAVE.

1	Type of Leave	Entitled	Remarks
1.1	Annual Leave	14 Days	Pro-rated for new hires according to formula 14 days/12 mths x no. of mths worked in full but round up/down to nearest half
1.2	Annual Leave Add-on	NA	Currently NA
1.3	Medical Leave (Outpatient)	14 Days	Pro-rated for new hires according to formula 14 days/12 mths x no. of mths worked in full but round up/down to nearest half . Requires a M.C.
1.4	Medical Leave (Hospitalisation)	Capped at 60 Days for ALL Medical Leave	Pro-rated for new hires according to formula 60 days/12 mths x no. of mths worked in full but round up/down to nearest half . Requires a M.C. (inclusive of non-working days)
1.5	Marriage Leave	3 Days	Requires a copy of the Marriage Certificate
1.6	Paternity Leave	2 Days	Requires a copy of the Birth Certificate
1.7	Maternity Leave	60 Days	Requires a copy of the Birth Certificate (consecutively)
1.8	Compassionate Leave (Cat 1: Parent / Spouse / Child)	3 Days or until day of burial/cremation; whichever is earlier	Requires a copy of the Death Certificate To be taken consecutively inclusive of PH or weekend
1.9	Compassionate Leave (Cat 2: Parent-in-law / Sibling / Grandparent / Grandchildren)	1 Day	Requires a copy of the Death Certificate
Additional			
1.10	No Pay Leave	No set limit	Dependent on Management's advice
1.11	Goodwill Leave	No set limit	Dependent on Management's advice

1.12	Off-in-lieu	No set limit	Dependent on Management's advice
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NOTE:

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

Extension to 1.3/1.4

1.3.1	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	1.3.3.1	Allow the employee to go on extended no-pay leave for an agreed period i.e. 3-6 months;
1.3.2	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.	1.3.3.2	Make other working arrangements that are acceptable to both parties e.g. reassigning employee's duties;
1.3.3	If an employee is sick and has used up all leave entitlements, the standard is to do the following:	1.3.3.3	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)
		1.3.3.4	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	RM300 Hongbao upon submission of a copy of the marriage certificate
		1st Marriage during eLC tenure	

2.2	Newborn's Congratulatory Gift	Confirmed Staff	RM100 Gift Voucher/Hamper/Hongbao upon submission of a copy of newborn's birth certificate
2.3	Medical Claims	All Staff	Active immediately Up to RM20 per visit / Up to maximum 3 visits per month Only approved Western Medical Practitioners e.g. GPs, Polyclinics & Hospitals, etc (NO DENTAL BENEFITS)
2.4	Off-in-lieu granted (Official OT)	All Staff	Given at the discretion of RO/Mgmt
		To be recorded with HAF	To be cleared within the month.
2.5	Sundries (including but not exhaustive: Pantry items, Cleaning items, Toilet items, Light Bulbs, Batteries, etc)	Capped at RM1200 a year on the basis of RM100 a month	Requires submission of Petty Cash records to Finance monthly for verification purposes
2.6	Health Incentive	Confirmed Staff	HI will be forfeited in FULL once more than 7 Days of MC (including HL) has been taken i.e. 8 days and above
		Commenced from next FULL work year	
2.7	OT Dinner	All Staff	<RM10 per pax
		RO-approved OT past 9 PM	Dinner receipts to be retained and submitted for reimbursement by a POC
2.8	Company Retreat *resignation/terminations within 3 months from Retreat dates are subject to penalty of full costs incurred per pax	Confirmed Staff	Overseas destination whenever possible All travel expenses, including most F&B, catered for Family members (Spouse & Children)/Partners are on self-expenses Set in Aug/Sep period

2.9	D&D cum Countdown	All Staff	Family members (Spouse & Children) /Partners are invited guests
			Set on 31st December annually
2.10	Short Work Courses (to be determined when there is one about duration and costs)	Confirmed Staff	Has bond of 3 months
2.11	Overseas Opportunities/Trips including Retreat and D&D when applicable	Confirmed Staff	Has bond of 6 months
2.12	Local Paid Courses & Seminars (longer and costlier than Short Work Courses)	Confirmed Staff	Has bond of 6 months
2.13	Promotions	NA	Has bond of 12 months
2.14	Salary Increments	NA	Has bond of 12 months
			Penalty is to pay back the total incremental difference gained from previous drawn salary if you break the bond
2.15	Partial/Full Sponsorship of education advancements/courses relevant to company	Confirmed Staff	Has bond of 12 months
		Staff >3 years	
Additional			
2.16	Transport Claims	For approved staff on official errands	RM0.50 per KM subject to BUH's approval
2.17	Allowance for Overseas	minimum 1 night STAY in host country	Applicable for duration of STAY in host country
			50% of original allowance if Boss is hosting the trip
			Not applicable on late night arrival by personal choice
			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
2.18	5 yrs Long Service Award	Staff of 5 yrs	Calculated as of D&D in Anniversary Year; Momento to be presented during Countdown D&D in Anniversary Year
2.19	Company T-shirt	Staff >1 Year	2 T-shirts will be given

2.20	Company Jacket	Confirmed Staff >1 Year	1 Jacket will be given
2.21	eLC Pin	All Staff	eLC Pin must be returned after Service ends Responsible for replacing lost pin at SGD\$350 Staff whom wants to keep it after 3 years can request
Insurance			
2.22	Staff Insurance	All Staff	Company sponsored (after 3 months of service)

Every add-on of the Rules will be circulated in an email to all staff and be in effect henceforth from date of email

3	Rules	Remarks
3.1	Attendance of Company Events	Compulsory No leave applications approved during event dates Absences need to be excused personally by CEO
3.2	Outstation/Overseas Work	Staff to adhere to that country's calendar / PHs
3.3	Monthly PCB Deduction (Income Tax deducted monthly)	Employer will do the submissions for deductions
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 Addison at techsupport@elc.com.sg
3.5	Upon resignation/termination	Staff shall not divulge all information relating to eLC 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	Unconfirmed Staff is one (1) day notice period Confirmed Staff is one (1) month notice period BU Heads/PD Seniors is three (3) months notice period No leave period can be used to off-set the last day of employment All Fringe Benefits will be withdrawn during notice period except for entitled leave Exit Interview will be done on the last day
3.7	Confirmation Period	Usual 6 months evaluation period

		RO must submit relevant 136 evaluations for CEO to approve prior to confirmation
3.8	Dress Code	Smart Casual/Presentable for normal working hours; Appropriate office wear/formal wear when meeting clients in various settings
3.9	Updating of Personal Information in G50 / Application Form	As and when staff has a change of details and/or Project Requirements

NOTE:

eLCS Staff affected by 3.6.3 are BUHs and Seniors