

SL	Job Group	Present Facilities (Holiday + Weekend)	Proposed (Holiday + Weekend)	Remarks
1	1 - 3	DA or Replacement Leave	Applicable or Replacement Leave	Employee entitled to replacement leave (min 6 hr) Overtime calculated as per company policy Not entitled for replacement leave if overtime taken
2	4 - 7	DA or Replacement Leave	N/A / One day basic salary or Replacement Leave	Working hour minimum 6 hrs; 4-6 hrs entitlement = half of allowance Not entitled for replacement leave if one day salary taken

For Job Group 1-3:

Employee entitled to replacement leave (minimum 6 hours day off duty).

Overtime calculated per company policy.

Not entitled to replacement leave if overtime is taken.

For Job Group 4-7:

Minimum working hour: 6 hours.

4-6 hours worked: employee entitled to half allowance.

Not entitled to replacement leave if one day basic salary is taken.

Approval:

DGM-HR → GM-HR → Director