 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : Talent Management	
SR.HR.P.02.002	Policy : Status Change	
Supersedes Policy No : n/a	Issued on: 21 June 2017	Effective Date: 21 June 2017

**Purpose:**

The document serves as a guideline to govern the update or issue of the employee's change, i.e. making any personnel/position changes or updates.

**Procedure:**

1. **STATUS CHANGE FORM** are initiated by the DHR/MHR and approved as follows

Status Change Type	HOD	DHR/MHR	COO
transfer, promotion, change in personal detail, remuneration change	Yes	Yes	Yes


2. For detailed information on promotion, transfer and salary adjustment, it would require to refer the support document when needed such as, new Job Description
3. Reason of change must be specified at all times.
4. Employee signs acknowledgement of the change and will get one copy for their reference.
5. Status Change form is represented to amend the change from previous employment contract. Nonetheless, Employer may issue the new Amendment to Employment Contract instead of Status Change form once the changes are exceeded than this form.
6. Official Announcement is communicated out by Human Resources Department for all acknowledgement.

Initiated By




Director of Human Resources

Verified By



Chief Finance Officer

Approved By



Chief Operating Officer

27-7-17