

# EMPLOYEE LEAVE PROCEDURE



**UGEE CHEMICALS LIMITED**



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### 1.0 PURPOSE

The intent of the leave policy is to provide a framework upon which employees receive time off work to relax and recuperate, share quality family space as well as attend to personal and or family needs that may arise during the course of their work life in the Company. It also defines the different options of leave available and its administration thereof.

### 2.0 SCOPE

Not Applicable

### 3.0 TERMS & DEFINITIONS

Not Applicable

### 4.0 RESPONSIBILITY & AUTHORITY

Not Applicable

### 5.0 POTENTIAL RISKS

Not Applicable

### 6.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED

Not Applicable

### 7.0 DESCRIPTION OF ACTIVITIES

#### 7.1 ANNUAL LEAVE

It is the company's belief that leave days should be used for the purposes of rest, relaxation and recuperation to enable employees perform at optimal efficiency upon their return to work. Annual leave is not intended as a form of deferred compensation. The Company will endeavor to accommodate the employee's wishes by granting leave as requested. However, where work requirements must be met, the employee will be expected to adjust leave dates.

##### a. Eligibility

All permanent, confirmed employees.

##### b. Entitlement

1. New hires are not entitled to both annual leave or leave allowance until they are confirmed and have put in a minimum of 12 months service in the company.
2. BTA(s), Technician and Managers shall be entitled to annual leave of 22, 22 and 25 working days' Leave respectively in any calendar year.
3. Annual Leave is accrued during the calendar year and entitlement shall be calculated on the basis of the period worked within a calendar year (i.e., between Jan. 1 and Dec. 31).
4. Annual Leave is accrued at a rate of 1.8 (22 days) or 2.1 (25 days) per month. Entitlement to leave days accrued in any given month can only be established where an

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employee works for at least half the total days in that month. Where this is the case, the monthly leave days entitlement will be prorated by dividing the leave days entitlement for that month by 2. It is only when an employee works for a full month that he/she can accrue the complete leave day's entitlement for that month.

### **c. Administration**

1. At the beginning of every calendar year, employee is expected to make a leave plan and align with manager. Aligned plan is then updated on a share point by the department leave system owner or by the individual employee on the SEAMLESS HR APP system for online approval.
2. Prior to commencing any Leave, employee is expected to complete the online Leave request, obtain relief officer alignment (offline) and get Manager approval online (seamlessHR App) before the start of Leave. Where seamlessHR is not accessible, an email approval would suffice which can later be transferred to seamlessHR App.
3. It is a violation for any employee to proceed on any type of leave that is not approved by the manager.
4. It is absolutely essential that adequate coverage of each business function be maintained at all times. As far as possible, departmental Leave should be scheduled so that no employee is away at the same time as person to whom he reports or who backs for him/her (i.e., relief officer)
5. According to business needs, employees should be encouraged to take their leave days in aggregate, in order to have a worthwhile rest. It is highly recommended that employees take a maximum of ten (10) working days leave at a time or five (5) working days at a minimum. The remaining Leave entitlement may be taken in bits with prior approval of the Department Head.
6. Carry-over will be allowed only till January 31st of the next calendar year after which the leave days will be forfeited. However, carry over may be allowed beyond January 31st ONLY where business need genuinely or unavoidably arises and must be approved by the HR Manager or the Plant manager
7. If local public holidays fall on what are normal work days in an employee's leave period, this will not be counted as part of his/her annual leave. Employee is however expected to communicate his/her new resumption date to his manager for appropriate business plan. For employees running shift, weekend is regarded as normal day hence counted as part of their leave days.
8. Period of sickness during annual leave will not be treated as "Absence on account of Sickness", but will be counted towards the period of annual leave. If the employee is hospitalized and can provide proof of being admitted in the hospital or if sickness extends beyond the scheduled date of resumption, the employee will be treated as on leave of "absence due to sickness" from the date he was due to report for work, to be supported with sick leave.

### **d Encashment / Advance Pay of Annual Leave**

- a. Annual leave allowance is paid after submission of approved leave allowance leave allowance application form and provided the employee has spent up to half of his annual leave days.
- b. On the other hand, employee can also apply for his leave allowance if s/he has obtained his/her manager approval (via seamlessHR App) to take at least half of his/her annual

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- c. leave allowance would be paid by December of each year for all eligible employees who did not submit request for their leave allowance between January and November of the year and there won't be need for application or perquisite of ten (10) days leave exhaustion before the allowance is paid to them.
- d. Annual leave allowance is 12% of annual basic of a given year across all levels.
- e. Application for leave allowance should be done in the standard leave allowance application template /or online via SeamlessHR app (as applicable) approved by employee's Manager, and submitted to HR Manager latest by the 16th of the month in order for the application to be processed with the payroll in that same month.
- f. Encashment of annual leave is not allowed under any circumstance; EXCEPT for employees leaving the company and have accrues leave days within the year of resignation.
- g. Employees who have not completed the probation period before resigning, will not be entitled to any leave days and therefore not entitled to leave encashment.

### **e Annual Leave in cases of resignation**

- a. Employees who have submitted their resignation to the Company will not be allowed to proceed on annual leave even where the leave had been approved prior to submission of the resignation notice. However, they will have the outstanding annual leave balance due to them as at their last working day, paid out in cash with their Full and Final Entitlement (F&F).
- b. For this to be paid out in cash, resignee's manager must confirm their present outstanding leave days via email using the department tracking as a reference or the SeamlessHR App as applicable.

### **7.1.1 CASUAL LEAVE**

As part of UCL principle of "Respect for the Individual", the Company believes that employees should be able to request time off work to attend to their personal issues. This may include moving to a new house, car repairs, medical emergencies/school meetings for their children, personal study, important personal/family needs, and so on.

#### **a. Eligibility**

All permanent, confirmed employees, new hires who are not eligible (have not worked for 12 months) for annual leave but are confirmed.

#### **b. Entitlement**

Up to seven (7) working days casual leave may be granted within a calendar year to meet special and emergency demands. This decision is at the discretion of the direct manager, managers reserve the right to disapprove casual leave request if the justification provided is considered not satisfactory.

#### **c. Administration**

- 1. Casual Leave should be applied for in advance for appropriate planning and approval. Casual leave is not a right and therefore not cumulative or transferable to next year.
- 2. Casual leave to be granted as a given time will not exceed two (2) consecutive working days, where an employees need more than two (2) days, he/she should apply for annual leave, approval is at the discretion of employee's manager in all cases.

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Manager/Management reserves the right to refuse approval of casual leave if the justification provided is not found satisfactory.

3. If not applied for in advance, in cases of emergency the employee must inform the Company (Manager and team leader) of the inability to work within four (4) hours of absence.
4. Casual Leave cannot be combined with leave of any kind. Public holiday falling during the period of Casual leave will not be included in counting leave duration, however for employees running shift, weekend is counted as normal day and counted as part of their leave days

### 7.1.2 COMPASSIONATE LEAVE

The Company gives compassionate leave to its employees to enable them attend to a serious illness, death or funeral of immediate family members. The number of days is at the discretion of manager after reviewing the scenario but cannot be outside the number of days allowed per year (below)

#### a. Eligibility

All permanent, confirmed employees.

#### b. Administration

1. Compassionate Leave will be granted for specific reason outlined below:

Reason for Leave		Maximum number of days allowed per year
a.	Death of Spouse, child, parents, brother, sister	5-10 days
b.	Death of a relative e.g., father/mother-in-law, grand parents	3- 5 days

2. Compassionate Leave should be applied for in advance wherever possible for appropriate approval.

3. If not applied for in advance, the employee must inform the Company (Manager and HR) of the inability to work within twenty (24) hours of absence and fill the form in retrospective or ask his/her relief officer to fill the application form seamlessHR in his/her absence.

### 7.1.3 SICK LEAVE

The Company gives sick leave to its employees in accordance with the law, in cases of special medical conditions and or protracted illness.

#### a. Eligibility

All permanent, confirmed employees.

#### b. Administration

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1. The employee must inform the Company (Manager) of the inability to attend work within four (4) hours of absence.
2. Absence due to illness in excess of one (1) day must be supported with a medical certificate/Sick off obtained from a medical officer employed or recognized by the Company. The sick leave certificate must be sent immediately by the sick employee to the company (Manager) and the plant medical leader for appropriate business plan while he/she is away. It becomes a violation if employee deliberately fail to inform his manager/plant medical leader of approved sick days off issued by the medical officer employed or recognized by the Company.
3. For special medical conditions that require an extended time off work more than two days and up to two weeks, a medical request form stating duration of leave must be filled and justification approved by the Medical Program leader. Final approval of such application will be the HR Manager (with the Plant Manager concurrence). Sick leave may not be granted in the following circumstances:
4. Employee's negligence /failure to take proper care of him/herself or refusal to obtain or follow medical advice of the physician.
5. Chronic alcoholism, use of stimulants, drugs or narcotics not prescribed or used other than in the manner prescribed by the physician.

### 7.1.4 MATERNITY LEAVE

Welcoming a new child to the family can be exciting and exhaustive at the same time. Pregnant employees are given a period of absence for maternity and recovery to fitness to resume work. The rationale for maternity leave is to give women time to recover from the rigors of childbirth and time to bond with their new baby(s) as well as time to make arrangements for their care before returning to work.

This policy provides guidelines and outlines steps that should be taken to manage a pregnant employee. The intention is to treat each employee with respect, consideration and co-operation that is reasonable in all circumstances. The company gives paid maternity leave to its permanent female employees.

#### a. Eligibility

Confirmed permanent female employees. Period of maternity leave counts towards company seniority.

#### b. Entitlement

1. The duration of maternity leave is twelve (12) weeks with full pay. Employee should commence leave at least two (2) weeks before the expected date of confinement, as certified by a qualified medical practitioner.
2. Female employees who are pregnant will be given appropriate time off to attend to antenatal appointments upon presentation of doctor's medical advice or from a Medical Officer employed or recognized by the Company.
3. Employees granted maternity leave, who have not yet taken their accrued annual leave for the year at the date of their application, can choose to combine both twelve (12) weeks maternity leave and accrued leave days as the time of beginning maternity leave. However, accrued leave days not used before the commencement of maternity leave may be used upon return to work so long as it is within the guidelines for use of annual leave.

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4. Where an employee is yet to be confirmed at the time of her maternity leave, she shall be entitled to be paid only 50% of her salary. She will also not be entitled to annual leave in the same year she qualifies for maternity leave.
5. A nursing mother will be allowed one hour during working hours to attend to her child. She is allowed to enjoy this privilege for up to a period of eight (8) weeks after resumption from maternity leave. This time must be aligned and approved by employee's manager for appropriate business planning.

### 7.2 REASON FOR UPDATE

- a. Update on leave carryover days' expiry from March 31<sup>st</sup> to January 31<sup>st</sup>.
- b. Clarification on the need to get approval before proceeding on any type of leave.
- c. Clarification on leave allowance payment prerequisite and bulk payment in December.
- d. Clarification on Casual leave days allowed at a time.
- e. Clarification on Sick leave days communication to manager.

### 8.0 RELATED DOCUMENTS & RECORD

Not Applicable

### 9.0 REFERENCES & ATTACHMENTS

- ISO 9001:2015 Standard, clause 7.5

#### Appendix 1

NOT APPLICABLE

### Document History

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