

# ERL Maintenance Support Sdn Bhd

Co. Reg. No. 199901023674 (498574-T)

## MEMORANDUM

To:  All Employees	Originator:	Suriani / Nurzafirah
	Department:	Human Resource
	Tel:	+(60) 3-2267-7676
	Fax:	+(60) 3-2267-7770
	E-mail:	SurianiEMS@KLIAekspres.com

 Reference Number:  
OMH.OMG.M11750.24218

 Date:  
22<sup>nd</sup> July 2024

## REVISION AND UPDATES

Dear All,

We are pleased to announce several important updates to the compensation and benefits packages, shift allowances and other matters. These changes are based on the recent Board of Directors meeting on 27<sup>th</sup> June 2024, as well as several discussions with the management and Head of Departments (HOD).

These changes are part of our ongoing efforts to better align with current situation and to recognise the hard work and dedication of all employees.

The followings have been reviewed:

NO	DETAILS	EFFECTIVE DATE	GROUP AFFECTED
1	<u>COMPENSATION AND BENEFITS</u>	1 <sup>st</sup> January 2025	G1, G2, G3
	a) Group Hospitalisation – higher coverage Detailed information will be included in the respective Compensation and Benefits package.		
	b) Dental – may also claim under optical coverage c) Optical – may also claim under dental coverage Detailed information will be included in the respective Compensation and Benefits package.	1 <sup>st</sup> January 2025	All employees
2	<u>SHIFT ALLOWANCE</u>  We understand the challenges associated with working different shifts. The new shift allowance rates are as follows: 1 <sup>st</sup> Shift – RM5.00 2 <sup>nd</sup> Shift – RM9.00 3 <sup>rd</sup> Shift – RM13.00	1 <sup>st</sup> July 2024	All employees working on rotating shifts
3	<u>SPECIAL LEAVE (BIRTHDAY)</u>  i. Special leave on employee's actual birthday. ii. Entitled after an employee has completed three (3) years of service with E-MAS. iii. If not taken as detailed below, it will be forfeited (strictly not allowed to be taken other days as specified below).	1 <sup>st</sup> August 2024	All employees

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NO	DETAILS	EFFECTIVE DATE	GROUP AFFECTED
	<p>iv. Special leave is to be taken <b>on the actual birth date</b>.</p> <p>v. If the birthday falls on a Saturday, Sunday, Off Day, Rest Day or any Public Holidays - birthday leave is given on <b>the work day after/succeeding the Off Day, Rest Day or Public Holiday</b>.</p> <p>vi. Under no circumstances will the employee be entitled to receive any replacement leave or any other compensation for working on their birthday or if it is not utilised on the specified day above.</p> <p>vii. Process:</p> <ul style="list-style-type: none"> <li>o HRD will provide to HOD the department's namelist with the birth date. Updates will only be provided every month end.</li> <li>o Employee is to apply leave via Emplex under Special Leave (Birthday) where approval routing will remain the same as per current. Please acquire the HOD's approval seven (7) days prior to the birth date for the department's work arrangement</li> </ul> <p>viii. HOD/HRD may reject any application not meeting any of the outlined requirement</p>		
4	<p><u>PROFESSIONAL ACREDITATION</u></p> <p>Employee may submit their Professional Accreditation to Human Resource Department (HRD) via the following process:</p> <ul style="list-style-type: none"> <li>o This is <b>ONLY for purpose of business card printing (for relevant personnel only)</b>, where it indicates the accreditation on the business card</li> <li>o Employee is to acquire HOD's acknowledgement on a copy</li> <li>o Forward the acknowledged copy to HRD together with the original for verification</li> <li>o FAD-ADM will verify with HRD for relevant accreditation.</li> <li>o Please be advised that submission of accreditation <b>DOES NOT qualify</b> for any promotion (regrade/redesignation), salary adjustment or any other acknowledgement within the company</li> <li>o The company reserves the right to not acknowledge non-professional or non-recognised accreditation.</li> </ul>	Immediate	All employees

If you have any questions regarding these changes or how they may affect you, please do not hesitate to reach out to the Human Resources department.

We anticipate and believe that these new policies will positively contribute to our work environment and continued dedication to our company's success. We value each of you and look forward to achieving even greater success together.

# MEMORANDUM

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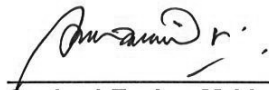
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Thank You.

Sincerely,

Concurred by,



**Suriani Farisa Md Isa**  
Senior Manager, Human Resource

Attachments: {none}  
cc: {none}



**Thomas Baake**  
Chief Executive Officer

Thomas Baake

19 JUL 2024