

ERL MAINTENANCE SUPPORT SDN BHD

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



HUMAN RESOURCE DEPARTMENT

**LEAVE ADMINISTRATION
PROCEDURE**

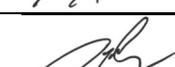
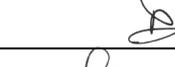
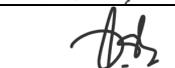
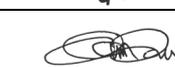
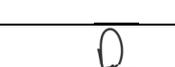
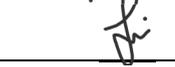
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<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 2 of 17	Leave Administration Procedure

Release

Released:	Thomas Baake	Chief Executive Officer	08/05/2023	
Checked:	Ham Mow Wai	Maintenance	08.05.2023	f 
Checked:	Anthony Arokianathan	Wayside	08.05.2023	f 
Checked:	Jayarajah Savarimuthu	Rolling Stock & Engineering	08.05.2023	
Checked:	Norazman Abu Hassan	Rolling Stock	03.05.2023	
Checked:	Muhammad Dzulfaqar Yusoff	Project & Engineering	08.05.2023	f 
Checked:	Noel Devan Sawnthara Pandian	Systems	25 April 2023	
Checked:	Abdul Halim Baharom	Infrastructure	20.04.2023	
Checked:	James Leonard Boudville	Operations	20.4.23	
Checked:	Norhandee Nordin	Drivers & Stations	20.04.2023	
Checked:	Omar Zakir Ibrahim	Operations Control Centre	26.04.23	
Checked:	Siti Fauzana Nor Mohd	Finance & Administration	20.04.23	
Checked:	Raefendy Ismail	Material Management	19.04.23	
Checked:	Gan Lee Hong	Procurement	18.04.23	
Checked:	Sukhbir Singh	Safety & Security	18.03.23	
Checked:	Haryati Khalil	CEO's Office	10.4.2023	
Checked:	Muhammad Azim Abdullah	CEO's Office	10.04.23	
Checked:	Suriani Farisa Md Isa	Human Resource	28-Mar-23	
Author:	Norazmizam Paiman	Human Resource	28-Mar-23	
	Name	Dept.	Date	Signature

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin.

Location	Reference	Rev.	Date	Page No.	Document Title
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 3 of 17	Leave Administration Procedure

Change Record and Configuration Control

G	28-Mar-23	Revision to reflect current policy, practices and processes; change of company's registration number and amendment of Employment Act 1955	NZM
F	01-Apr-10	Revision, update SIRIM logo and to reflect change as per E-MAS organization chart [ref. No. G00.OMG.M11110.BB.0005.*]	HAB
E	04-Jan-08	General Management change to CEO. Incorporate selected items to Shift and Medical, Hospitalisation, Insurance Benefits and Medical Surveillance procedures. Reword some statement for clearer understanding and implement maternity leave registration form – as per EA55 requirement Revision made to exam leave, document and tighten the currently adopted practice on compensation leave due to call back and leave carried forward. Incorporate similar items from Employee Handbook	HAB
D	05-May-05	Revision made to exam leave, document and tighten the currently adopted practice on compensation leave due to call back and leave carried forward. Incorporate similar items from Employee Handbook	RJC
C	25-Jun-03	REVISION	RJC
B	26-Jun-02	REVISION	SUE
A	14-Feb-02	NEW	OHA
Revision	Date	Modification	Name

Planning Of Changes Reference For Revision: G00.OMH.M11750.ZP.0001.G					
Issues To Consider	Checked <i>(Please mark X)</i>				Remarks
1) Are there any negative impact?	YES		NO	X	
2) Will the integrity of QEMS be affected?	YES		NO	X	
3) Resources available?	YES	X	NO		
4) Allocation or relocation of responsibilities and authorities required?	YES		NO	X	

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 4 of 17	Leave Administration Procedure

TABLE OF CONTENTS

	Page
1 Purpose	5
2 Scope, Distribution & Access	5
3 Abbreviations	5
4 Leave Scheduling	6
5 Leave Approving Authority	6
6 Application of Leave.....	6
6.1 Process of Applying Leave via WFS	6
6.2 Process of Applying Leave Manually	6
6.3 Manual Leave Approval	7
6.4 Update Absences in E-MAS Outlook [Public Calendar]	7
6.5 Important Points To Remember When Applying for Leave	7
7 Annual Leave	8
7.1 Eligibility	8
7.2 Entitlement	8
7.3 Resignation / Retirement	8
8 Medical Leave	8
9 Hospitalisation Leave	9
10 Misuse of Medical / Hospitalisation Leave	9
11 Prolonged Illness	9
11.1 Application Process	10
12 Fit To Work	10
13 Maternity Leave	10
13.1 Notification of Maternity	11
13.2 Leave Taken Before or After Maternity	11
14 Paternity Leave	11
15 Special Leave	12
15.1 Compassionate Leave	12
15.2 Marriage Leave [First Legal]	12
15.3 Natural Disaster Leave	12
16 Examination Leave	12
17 Leave In Lieu Of Public Holidays	13
17.1 Office Based Employees	13
17.2 Shift Employees	13
18 Compensation Leave – Call Back For Duty	13
18.1 Office Based Employees	13
18.1.1 Called back to work during public holiday[s] and off/rest day[s]	13
18.1.2 Called back to work after normal working hours	14
18.1.3 Other Considerations For Office Based Employees	14
18.2 Shift Employees [Under EA 1955]	14
19 Absent Without Prior Approval	15
20 Unpaid Leave	15
21 Accumulated Leave / Leave Carry Forward	16
22 Appendices	17
22.1 Appendix 1 - Reference Procedure / Manual / Form	17

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 5 of 17	Leave Administration Procedure

1 Purpose

This procedure is to provide an efficient system for processing and controlling all type of leave applications as identified by the Company. The information provided in this procedure are general and not all conditions are stipulated in this procedure. As such, employees are advised to contact HRD personnel for details and clarifications when in doubt.

2 Scope, Distribution & Access

This procedure is made available via Electronic Documentation Management System [EDMS] and access is given to all E-MAS employees. Prior to approving any leave applications, HODs are to ensure his respective employees complies to the policy governing leave administration. This procedure will be read together with the Guideline – Leave Application Via Work Flow System [WFS]¹, Employee Handbook¹, Industrial Relations Procedure¹ and any other related procedures stated in the Company Procedure Manual¹.

3 Abbreviations

He/His	Implies both the masculine and feminine gender
CEO	Chief Executive Officer
HODs	Head of Departments
IS	Immediate Supervisor
HRD	Human Resource
Company Documentation System	Documents listed in EDMS, E-MAS Portal and HRD Portal
EA55	Employment Act 1955
D'Rept	Department Representative
AL	Annual Leave
CL	Compensation Leave
PH	Public Holidays
LWPA	Leave Without Prior Approval
Scheduled leave	This terminology is used whenever an employee applies for a leave as per their planning in the Leave Scheduling Form
Unscheduled leave	This terminology is used whenever an employee applies for a leave, which is not as per their leave scheduling, or the leave was taken without prior approval [such as medical, compassionate or natural disaster]
Company Approved Public Holidays	These are the gazetted Public Holidays declared by the Federal and State Government and have been identified and approved/announced by the Company at the beginning of each calendar year.
UPL	Unpaid Leave

¹ Refer to Appendix 1 for information on referred document

Location	Reference	Rev.	Date	Page No.	Document Title
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 6 of 17	Leave Administration Procedure

4 Leave Scheduling

Advance planning and management of leave is crucial for a company with the nature of business such as ours. Generally, a company has the right to organize/plan work and plan the leave schedule of employees in a manner that takes into account of operational requirements. At the same time, employees have the right to their earned leave[s]. Therefore, reasonable efforts is required to have such leave scheduled and applied during the calendar year in which it is earned.

At the end of each year, the Company will announce a list of gazetted PH that is observed by the Company for the following year. To ensure a harmonious and planned work schedule, an employee is encouraged to schedule all carry forward leave, annual leave entitlement and compensation leave via the Leave Scheduling Form [HRD 0032]

¹. In other circumstances and due to **operational reasons, the Company reserves the right to roster at least one-third of the employees' leave entitlement.**

The HOD/IS will compile, review and manage the scheduled leave to ensure that there will be no disruption to the daily operations of the department.

Please be advised that a scheduled leave is only planned leave, but not an approved leave.

5 Leave Approving Authority

Leave approval varies depending on the employee's category as par table below:

Employee Category	Approving Authority
CEO	Any one of E-MAS Board Of Directors
HODs	CEO
Supervisory Level [Manager, Assistant Manager, Executive, Supervisor etc.]	Respective HOD
Non-Executive/Support Staff	IS / Executive / HOD

6 Application of Leave

6.1 Process of Applying Leave via WFS

Please refer to Guideline - Leave Application Via Work Flow System [WFS] [ref.no.: G00.OMH.M11750.ZG.1002.*.] for WFS details on leave application and its' processes.

In general, employee only can apply for the following types of leave via WFS:

- Annual Leave / Leave Carry Forward
- Compensation Leave
- Medical and Hospitalisation Leave
- Special Leave [maternity, paternity, compassionate].

6.2 Process of Applying Leave Manually

Other leaves not mentioned in 6.1 and/or leaves exceeding the allowable numbers must be applied manually i.e. using Leave Application Form [HRD Form 0011] ¹:

¹ Refer to Appendix 1 for information on referred document

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 7 of 17	Leave Administration Procedure

This type of leave **MUST** be supported with relevant document/s. As such, employee concerned **must** ensure that these document/s are enclosed together to his leave application form. The type of supporting document/s must be as mentioned in the relevant leave types.

The employee will then forward the form to his respective approving authority as per clause 5. The original leave form either approved or not approved is to be submitted to HRD by D'Rept on bi-weekly basis [i.e. **every Friday by 1200 hours i.e. noon**].

The relevant department is encouraged to make a photocopy of their employee's leave forms for their own filing. Any queries on missing leave application documents must be supported with proof and valid documentation.

6.3 Manual Leave Approval

In the event, an unplanned leave is not approved by the HOD/IS, the HOD/IS have to indicate in the relevant employee's Leave Application Form together with his decision for either "Unpaid" or "Absent". Please refer to Industrial Relations Procedure¹

6.4 Update Absences in E-MAS Outlook [Public Calendar]

The D'Rept **MUST** update the E-MAS Outlook [E-MAS Public Calendar] on the employee's leave for tracking and recording purposes. This is also required to be done for employee who is absent from work without any prior notice [leave without prior approval, medical, hospitalisation or compassionate leave] indicating reason[s] where applicable.

For department without D'Rept, HOD is to appoint a representative to ensure this requirement is observed at all times.

6.5 Important Points To Remember When Applying for Leave

- i. AL in WFS is on **earned basis** and it is **prorated** according to the days of service; thus **advance leave will NOT be granted**.
- ii. All types of CL are granted at the discretion of the Company. It is therefore granted on **earned basis**. No advance for CL will be granted.
- iii. Special Leave is granted after completion of three [3] months of continuous service except for death and natural disaster [Clause 15].
- iv. Shift employees are **not allowed** to apply for a half [1/2] day leave due to operational requirements.
- v. If circumstances do not allow the employee to apply for leave in time under normal procedures [e.g. Compassionate Leave, Natural Disaster Leave] and unplanned leave [e.g. medical / hospitalisation leave] the employee will make all effort to inform his HOD/IS immediately. Please refer to clause on "Reporting an Absence" in Employee Handbook¹, employees may check their leave entitlement balance via individual WFS access or D'Rept or from HRD.
- vi. Employee applying for leave must identify a relief person in WFS / Leave Application Form when applying for leave. Employees who have signed as relief will be accountable of the duties and responsibilities they assumed during the relief period. For employees in the management category, signature mandate must be completed as per the Signature Mandate Procedure¹.

¹ Refer to Appendix 1 for information on referred document

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 8 of 17	Leave Administration Procedure

- vii. A leave application would only be considered approved once the employee has received all the necessary approval from his respective HOD. It is therefore **employee's responsibility** to check as to whether his leave application has been approved or not before going on leave.
- viii. No leave cancellation is allowed. Please refer to Guideline - Leave Application Via Work Flow System [WFS] [ref.no.: G00.OMH.M11750.ZG.1002.*.]. Leave applied earlier must be rescheduled to a date within 2 weeks; this is to be informed via an e-mail to HOD and HRD indicating the WFS leave ref. number and the rescheduled leave date.

7 Annual Leave

7.1 Eligibility

An employee may apply for leave in accordance with the current Company regulations and according to their Terms and Conditions of Employment

7.2 Entitlement

This will be as per the individual employee's Compensation and Benefits Package. Since annual leave is calculated on calendar year basis, commencing from 01st January to 31st December, the entitlement given to employee is on a prorated basis

7.3 Resignation / Retirement

Upon notice of resignation or retirement, an employee is allowed to take his outstanding earned leave. However, if the Company requires the employee to remain to work due to operational requirements or excessive workload, the outstanding leave will be paid accordingly together with his last drawn salary [calculated proportionately to the period of service].

Unutilised annual leave balance may be used to offset the notice period for resignation upon employee's request with the approval of the HOD/CEO.

However, this is not applicable if Company terminates the employee's service. An employee dismissed for an act of misconduct **will not be entitled** for any prorated Annual Leave

8 Medical Leave

Entitlement will be in accordance to an employee's individual Compensation and Benefits Package.

An employee will be entitled to paid sick leave upon producing a medical certificate issued by a medical practitioner registered under Medical Act 1971 or by a Dentist as defined by Dental Act 1971, from a recognised panel clinics/hospitals. An employee granted with sick leave by the attending panel clinic doctor or specialist, is to inform the Company within forty-eight [48] hours of the commencement of such leave; failing which he will be deemed to absent himself from work without [permission from the Company and without reasonable excuse for the days on which he is absent from work.

If the employee has fully utilised his Medical Leave entitlement, HRD will do the following:

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 9 of 17	Leave Administration Procedure

- i. Deduct the excess medical leave from the employee's annual leave entitlement; or
- ii. Consider the excess days taken as no pay leave, if the annual leave has been exhausted

Medical leave is non-cumulative. Please refer also to clause 10

9 Hospitalisation Leave

60 consecutive days (excluding Medical Leave) will be granted to employees who is admitted to a panel hospital[s] due to ill health or accidents as advised by the Company's panel doctor. A hospitalisation certificate issued by a registered medical practitioner is required to support the application for hospital admission. For medical leave issued by a government hospital due to home hospitalization after discharge, a memo from the attending doctor is required to indicate that the medical leave produced is for home hospitalisation purpose.

If the employee has fully utilised his Medical Leave entitlement, HRD may then proceed to do the following:

- i. Deduct the excess leave from their annual leave entitlement; or
- ii. Consider the excess days taken as no pay leave, if the annual leave has been exhausted;

Hospitalisation leave is non-cumulative. Please refer also to clause 10

10 Misuse of Medical / Hospitalisation Leave

If there is any misuse of medical leave, HOD/IS are advised to initiate the relevant actions as stated in the Industrial Relations Procedure¹.

HOD/IS are required inform HRD in writing if they found any abuse of medical/hospital leave by their employee or if the employee is consistently on Medical Leave. Upon HOD's proposal, HRD with the approval from the CEO will send the employee for a full medical check-up by a Company's Panel Doctor. Please refer to Medical, Hospitalisation, Insurance and Medical Surveillance Procedure¹.

11 Prolonged Illness

If an employee has been diagnosed and confirmed by a registered medical practitioner that he is suffering from critical illness such as Cancer, Leukaemia, Cerebral Thrombosis or any other terminal diseases [refer to Management of Terminal & Contagious Illness Procedure¹] which requires prolong absence from work, he will be granted up to a maximum of:

- First six [6] months - full-pay;
- Following six [6] months - half-pay leave and
- Further six [6] months - no pay leave

This leave will be granted only when an employee's Medical, Hospitalisation, Annual and Compensation Leave have exhausted. Please refer to the clause on Medically Boarded Out of the Medical, Hospitalisation, Insurance and Medical Surveillance Procedure¹.

¹ Refer to Appendix 1 for information on referred document

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 10 of 17	Leave Administration Procedure

11.1 Application Process

The HOD will make an application in writing to HRD-HOD supported with a letter from the attending doctor or specialist appointed by the Company that the employee concerned is suffering from Terminal Disease. In the absence of the employee [e.g. in cases of coma, stroke] HOD must ensure submission of all proper documents to HRD are made.

HRD will forward the application to the CEO for his approval and will inform the employee [or next of kin] and his HOD of the leave period granted.

12 Fit To Work

An employee is required to obtain a “**Fit-to Work**” certificate from the attending doctors upon completion of the following events:

- a. Long hospitalisation [more than 30 days of hospital leave]
- b. Completion of Light duty period [not **exceeding two [2] months**]
- c. Returning from the said illness within the Prolonged Illness Leave period

The abovementioned fit to work certificate must be submitted to HRD via the respective department before the employee resumes to work. The Company however, may arrange for another medical examination to assess on the employee’s Functional Capacity Evaluation [FCE] to confirm that he is fit to perform his work responsibilities before assuming normal duties. Please refer to Medical, Hospitalisation, Insurance and Medical Surveillance Procedure¹.

However, should the attending doctor not able to produce the above certificate, the employee is required to submit proof that he has already consulted the doctor and also to write an official letter declaring that he is fit to work and will be responsible if there is any incident happened which may cause injury of the same illness/location in the future.

If the employee is still not fit for work at the end of the 2 months period i.e. upon confirmation by the Company’s panel doctor/Government Hospitals, HRD will submit a recommendation to the CEO for the employee to be medically board out. Please refer to Medical, Hospitalisation, Insurance and Medical Surveillance Procedure¹

13 Maternity Leave

98 consecutive days leave [including public holiday, off day, rest day, medical and/or hospitalisation day] will be granted to female employees in respect of one confinement. This will be granted under the following conditions:

- up to the birth of five [5] surviving children
- she has been under the employment of the Company for a period of not less than ninety [90] days during the nine [9] months immediately preceding her confinement.
- Have been in employment 4 months prior to delivery date
- granted to female employees on or after 22nd weeks of pregnancy. Leave of absence from work due to any illness or miscarriage during the first 22 weeks will be considered as medical leave

¹ Refer to Appendix 1 for information on referred document

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 11 of 17	Leave Administration Procedure

13.1 Notification of Maternity

A female employee is required to notify her pregnancy to the Company not less than **sixty [60] days** prior to the expected date of delivery. This notification is done via the Register Of Maternity Leave and Allowances form [HRD 0062] ¹. This is necessary, as during the duration of her 98 consecutive days of confinement, the female employee will continue to receive her monthly wages, which is deemed as a Maternity Allowance during the eligible period. To support this application, a medical memo/report issued by a registered medical practitioner to be enclosed together with the HRD0062¹ Form.

Once approved by the HOD/IS the form must be forwarded to HRD. Notwithstanding the above, a female employee will not be entitled to any Maternity Allowance¹ if at the time of her confinement; she already has five [5] or more surviving children

A female employee is required to submit the leave application form for her application for maternity leave within 2 weeks of her returning to work. The application must be supported with a medical certificate issued by a registered medical practitioner

13.2 Leave Taken Before or After Maternity

The employee may be required to commence her maternity leave at any time during a period of fourteen [14] days preceding the date of her confinement as determined in advance by the registered medical practitioner as a result of her advanced state of pregnancy or where she is unable to perform her duties satisfactorily.

After the expiration period of her maternity leave, the female employee may go on medical leave [as certified by a registered medical practitioner] if she is not fit to work due to illness arising out of her pregnancy or confinement. Deduction of such leave will be from medical leave entitlement, subject to availability of her entitlement. A medical certificate issued by a registered medical practitioner is required to support the application.

Subject to the relevant HOD's approval, the female employee may also apply for earned annual leave before or after the expiration period of the maternity leave [subject to availability of her entitlement].

14 Paternity Leave

A male employee is granted **seven [7] consecutive days** leave [including public holiday, off day, rest day, medical/hospitalisation day]. This will be granted under the following conditions:

- a. For the birth of up to five [5] surviving children. A birth certificate is required to support the application
- b. He is legally married to the person giving birth
- c. He has been working not less than 12 months prior to the child's birth date with the same employer
- d. He has to inform HRD via an email at least 30 days possible prior to the delivery date or within one [1] week after the delivery date.

If any of the conditions from (b) to (d) are not met, a male employee is granted **three [3] consecutive days** leave [including public holiday, off day, rest day, medical/hospitalisation day] after 3 months of serving the company.

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 12 of 17	Leave Administration Procedure

15 Special Leave

This will be as per the individual employee's Compensation and Benefits Package¹. Total aggregate taken for any calendar year will not exceed **eight [8]** working days and is non-cumulative. All Special Leave starts on the actual date of happening.

Where the leave application for special leave is not approved, the leave will be deducted from the employee's annual leave entitlement and where the annual leave entitlement is exhausted, the leave will be treated as unpaid leave.

The following are the types of special leave:

15.1 Compassionate Leave

An employee is granted a maximum of three **[3] working days** leave on the bereavement following an immediate family member's passing at any one time. Immediate family is defined as spouse, children, parents, parents-in-law, siblings and immediate grandparents [as declared in the Employee Personal Information Form¹ [HRD0012]]. A death certificate is required to support the application

15.2 Marriage Leave [First Legal]

An employee is granted a maximum of three **[3] working days** leave on the occasion of his first legal marriage. Supporting documents in the form of a card or printed e-Card or etc. is required to support the application. The employee is to forward the marriage certificate immediately when it is available to support the application and updates of personal information. In the event it is proven it is a false claim, relevant actions will be initiated as stated in the Industrial Relations Procedure¹.

15.3 Natural Disaster Leave

An employee is granted a maximum of **two [2] working days** leave for any cases of natural disaster which directly affects the employee e.g. flood, fire etc. A police report or other relevant documents is required to support the application

16 Examination Leave

The Company may entirely at its discretion grant exam leave for employees who pursues part time courses which are related/relevant to their work responsibilities. No exam leave will be granted for course which is not related to the employee's work responsibilities.

The leave will only be granted on actual examination days i.e. a maximum of **four [4] days** of exam leave in a year. This application is only applicable for confirmed employee who has worked for more than 3 [three] continuous years with E-MAS. The examination table is to be forwarded together to support this application. This leave is applicable only for first examination seating.

To be eligible for this, the employee MUST first inform the Company via HRD in writing of the programme that they're undergoing and the expected date of completion, supported with an offer letter from the higher institution.

¹ Refer to Appendix 1 for information on referred document

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 13 of 17	Leave Administration Procedure

17 Leave In Lieu Of Public Holidays

17.1 Office Based Employees

Office based employees will enjoy the public holidays recognised by the Company

17.2 Shift Employees

Shift employees [governed by the EA55] may be rostered to work on a PH depending on their roster. Refer to Shift Procedure¹. An employee may also be rostered to enjoy the PH on the actual PH day and will not be entitled to the leave in lieu.

Leave in lieu will only be granted on a paid PH under the following circumstances as mentioned below.

- i. Where a paid PH falls within the period during which an employee is on an AL or rest day, a leave in lieu will be granted in substitution of the paid PH. However, this is subject to only annual leave being applied prior to the PH day [refer Guideline – Leave Application via Work Flow System [WFS] ¹] AND has been approved by the HOD/IS.
- ii. No leave replacement will be granted for the followings:
 - Any leave taken on emergency/ad-hoc basis applied after [succeeding] or on the actual paid PH and,
 - Utilisation of compensation leave.
 - On an Off Day

18 Compensation Leave – Call Back For Duty

The CEO or the HOD may cancel any approved leave due to operational reason and as such, the employee concerned is required to report back to work. When an employee is called back to work, the relevant HOD must inform HRD via email and the employee's Leave Record will be updated accordingly. The earlier leave is to be rescheduled within 2 weeks i.e. refer to clause 6.5 (viii).

For employee, who is called back for duty from an outstation scheduled vacation, he will be compensated for reasonable actual travel expenses incurred [supported with documentary evidence] in coming back to the work place.

18.1 Office Based Employees

For employees not governed by EA55, CL may be granted due to call back or working extra hours as follows:

18.1.1 Called back to work during public holiday[s] and off/rest day[s]

- i. Work for less than 5 consecutive hours:-
 - a. No leave granted
 - b. Will be entitled to mileage claim. Refer to Business Travel Procedure¹
- ii. Work for more than 5 hours but less than 6 consecutive hours:-
 - a. Half [$\frac{1}{2}$] day leave credited into CL
 - b. Not entitled to mileage claim.
- iii. Work for 6 consecutive hours or more :-
 - a. One [1] day credited into CL.
 - b. Not entitled to mileage claim.

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 14 of 17	Leave Administration Procedure

18.1.2 Called back to work after normal working hours

- i. Required to work extra hours on normal working days due to unfinished work/duty [normal duties] are not entitled to any CL and the employee is required to report to work next working day as per normal working hours.
- ii. Required to work extra hours on normal working days due to **operational requirement** such as disruptions to train services [i.e. accident, signalling down, etc], maintenance work that could not be carried out during normal working hours [i.e. IT server, etc] and ad hoc assignments as required by the HOD/CEO. This will be dealt as follows:
 - a. **Continuous duty** after normal working hours:-
 - Work for more than 5 but less than 6 consecutive hours – earn half [½] day leave credited as CL.
 - Work for more than 6 consecutive hours – earn one [1] day leave credited as CL.
 - b. **Call back** after normal working hours:-
 - Sign in after 1900hrs but worked for **more than 5 but less than 6 consecutive hours** – to report duty **ten [10] hours** after the last sign out.
 - Sign in after 1900hrs but worked for **more than 6 consecutive hours** – earn **one [1] day** leave credited as CL.
 - Sign in after 2300 hrs – earn **one [1] day** leave credited as CL.
 - No mileage claim is allowed

18.1.3 Other Considerations For Office Based Employees

- i. Employees are not allowed to combine the hour[s] worked on several days to make up for one [1] or half [1/2] day CL.
- ii. In order to allow HRD to credit CL **due to call back**, the employee must submit to HRD the following, duly approved by their respective HOD:
 - a. Time Sheet form [HRD 0009¹], with reasons/justification leading to why employee was call back to work.
 - b. Attendance printout; or HOD's approval of employee's work [if outside office premises where no Attendance device is accessible]
 - c. The above forms must be submitted to HRD within 2 weeks of actual/claimed date, otherwise it will automatically lapse and no longer valid.
- iii. For employees who wish to take leave immediately after working extra hours due to call back, they must submit to HRD items **ii (a), (b) and (c)** above immediately on the next working day.

18.2 Shift Employees [Under EA 1955]

For shift based employees [governed by EA55] who are call back to work, their extra hours will be dealt as stated in Shift Procedure¹

¹ Refer to Appendix 1 for information on referred document

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 15 of 17	Leave Administration Procedure

19 Absent Without Prior Approval

For any absence without prior approval [except medical/hospitalisation leave application], an employee must apply the leave via WFS accordingly immediately upon returning to work with valid justification and supporting documents. Please refer to the process identified in Clause 6.

Upon receiving the leave application, the Leave Approving Authority [as per Clause 5] will decide on the following:

i. Approve:

Reason[s] are genuine and supporting documents attached. The absence will be recorded as Leave Without Prior Approval [LWPA]. This will be deducted accordingly from the employee's Annual Leave entitlement (if any). If he has already exhausted his leave, this will then be considered as unpaid leave and will be deducted from his salary.

ii. Not Approve:

Reason[s] are not genuine, failed to submit supporting documents. This is necessary when an employee is habitually on LWPA. The day of absence will be recorded as Unpaid Absence and disciplinary action is to be initiated by the HOD/IS.

An employee who is absent from work on the working days immediately preceding or succeeding a Public Holiday or two or more consecutive public holidays or any day or days in substitution of the PH without prior consent or without reasonable excuse will not be entitled to any holiday pay unless he has reasonable excuse for such absence. This may also result to a major misconduct with further implications where in cases employee is habitually on unpaid absences, HOD/IS will need to initiate the relevant actions as stated in the Industrial Relations Procedure¹

20 Unpaid Leave

The Company does not encourage unpaid leave unless under pandemic or unique circumstances. However, unpaid leave will be given consideration when:

- i. The employee applied for any leave in excess of the pro-rated leave entitlement for the particular calendar year;
- ii. Applying for leave during the first three [3] months of the employment;
- iii. There is a need to go on prolonged leave and the employee has exhausted his annual and CL entitlement and /or not enough quota on earned leave

All requests for unpaid leave must be supported with valid justification and supporting documents (where applicable).

The approving authority for application of more than 5 days unpaid leave will be at the sole discretion of the CEO, depending on the merits of the individual case. The approval is subject to demand of work and will not be more than **thirty [30] days over a two [2]-years period**. An employee who applies for unpaid leave will not be entitled to any benefits as per his Contract of Employment and Compensation and Benefit Package¹. Any UPL more than 2 days will be done on a continuous duration until end of the applied date.

The CEO may approve or disapprove any unpaid leave applications. However if it's approved, HRD will update the payroll system and the employees' Leave Record accordingly

¹ Refer to Appendix 1 for information on referred document

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Title</i>
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 16 of 17	Leave Administration Procedure

21 Accumulated Leave / Leave Carry Forward

In general, the Company does not allow for any accumulation of leave. However, due to operational requirements the Company may allow accumulation of leave based on year to year needs and requirements.

Nevertheless, the Management allows a total of only **seven [7] days** [accumulation from annual and compensation leave in totality] to be carried forward to the following year until 31st March. No further extension is allowed [forfeited at the end of 31st March]. The following will serve as guideline:

- i. It is the employee's responsibility to clear any unutilised earned leave by 31st March of the following year; whereby at the end of this period the leave balance will be forfeited.
- ii. D'Rept must ensure that all Leave Application are updated accordingly for their respective department by first week of January [the new year]. HRD will then create absence quota in SAP HR for the new year during second week of January.
- iii. Exceptional case - Due to project requirements, employees seconded to projects may carry additional leave balance up until the following year only. At the end of the following year, the leave balance will be forfeited

There will be no payment for any unutilised carry forward leave.

Location	Reference	Rev.	Date	Page No.	Document Title
E-MAS Offices	G00.OMH.M11750.ZP.0001	G	28-Mar-2023	Page 17 of 17	Leave Administration Procedure

22 Appendices**22.1 Appendix 1 - Reference Procedure / Manual / Form**

No	Reference Procedure / Manual / Form	Doc. No	Description
1	Business Travel	G00.OMB.M11715.CD.0004.*	Business Travel
2	Compensation and Benefits Packages	G00.OMH.M11751.ZP.*	Listing the reference for all the Compensation and Benefits [C&B] Packages. Employees to refer to their respective C&B Package
3	Employee Handbook	G00.OMH.M11750.ZG.0001.*	Provide an introduction to the Company's backgrounds as well as the Company's rules and regulations, policies and procedures.
4	Employee Personal Information Form [HRD0012]	G00.OMH.M11700.ZF.0007.*	Employee to update/notify any changes on personal, family, statutory, emergency contact and insurance beneficiary details.
5	Guideline - Leave Application Via Work Flow System [WFS]	G00.OMH.M11750.ZG.1002.*	This process provides general guidelines for applying leaves via the Work Flow System [WFS].
6	Industrial Relations Procedure	G00.OMH.M11780.ZP.0001.*	Industrial Relations Procedure
7	Internal Workflow – Leave Application Process	G00.OMH.M11750.CC.0001.*	This appendix is only accessible to CEO, HOD and HRD personnel only
8	Leave Application [HRD0011]	G00.OMH.M11750.ZF.0006.*	Leave Application Form
9	Leave Scheduling [HRD0032]	G00.OMH.M11750.ZF.0007.*	Annual leave scheduling / plan
10	Register Of Maternity Leave and Allowances [HRD0062]	G00.OMH.M11750.ZF.0009.*	Female employee to register pregnancy after week 22 for payment of maternity allowance
11	Signature Mandate	G00.OMB.M11160.CA.1002.*	Signature mandate and authority
12	Shift Procedure	G00.OMH.M11750.ZP.0006.*	Shift procedure
13	Time Sheet [HRD0033]	G00.OMH.M11760.ZF.0003.*	Form to record additional hours worked