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This Guideline is to be read together with Leave Administration Procedure [Ref. No.: G00.OMH.M11750.ZP.0001.\*.]

## **GUIDELINE LEAVE APPLICATION VIA EMLX SYSTEM**

G00.OMH.M11750.ZG.1002.D

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Planning Of Changes Reference For Revision: G00.OMH.M1175.ZG.1002.D					
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	X	NO		

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## 1 General

This process provides general guidelines for applying leaves via the EmplX System. Where item/process is unclear, kindly contact the followings:

- ITS Unit for system-related matters OR
- Human Resource for human resources-related matters

These EmplX guidelines and processes apply only to the following types of leave:

- Annual Leave<sup>^</sup> / Leave Carry Forward
- Replacement Leave\* [RL]
- Medical Leave
- Hospitalisation Leave<sup>^^</sup>
- Maternity Leave
- Paternity Leave
- Special Leave [Compassionate, Marriage, Natural Disaster, Birthday]

### Notes:

- <sup>^</sup>All leaves must be applied at least **2 working days** before the actual intended leave day. If leave is applied less than this, EmplX will automatically accept the leave application as **“Emergency Leave”**.

**Reminder: Emergency Leave is allowed to occur only to a maximum of 4 [four] days per calendar year, On the 5<sup>th</sup> occurrence, it shall be treated as Unpaid Leave [UPL].**

- <sup>^</sup> If an employee has an insufficient leave balance but still needs to apply for leave, the request must be submitted manually using a hardcopy leave application form. However, the leave will be treated as Unpaid Leave.
- \* Number of days allowed depends on earn basis [note: RL is given after the event date based on the replacement leave awarded for public holiday or additional work performed]
- <sup>^^</sup> **Employee must submit hospitalization leave via EmplX within 3 [three] days from the last day of the hospitalisation leave. Failure to submit within this timeframe will result in the leave being converted to annual leave [if any]. For insufficient annual leave balance, it shall be treated as UPL.**
- Employee is responsible to check and confirm their leave application status [approved/not approved] prior to the leave date; ignorance is not an excuse.
- No leave cancellation is allowed. However, at the Management's discretion, employee may cancel leave for a justifiable reason. This is to be informed via an e-mail to HOD and HRD indicating the reason for cancellation and the leave date to be replaced within one (1) month.

For the following leave type, leave application shall be applied manually i.e. using Leave Application Form [HRD Form 0011] ref. no. G00.OMH.M11750.ZF.0006.\*. :

- Unpaid Leave
- Other types of leave not specifically mentioned



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Hardcopy leave form[s] and relevant supporting document[s] for the above leave type must be submitted to HRD by Department Representative on weekly basis [i.e. **every Friday by 12.00 noon**]. HRD will verify the records as per the leave forms and SAP HR.

## 2 Leave Application Process

Please note that earned leave entitlement will be calculated as follows:

Accumulation of service days X Annual Entitlement

365 / 366

Example: Current date is 10<sup>th</sup> February 2024 = 41 days [31 (Jan) + 10(Feb)]  
Annual entitlement is 21 days

$$\frac{41}{365} \times 21 = 2.35 \text{ days}$$

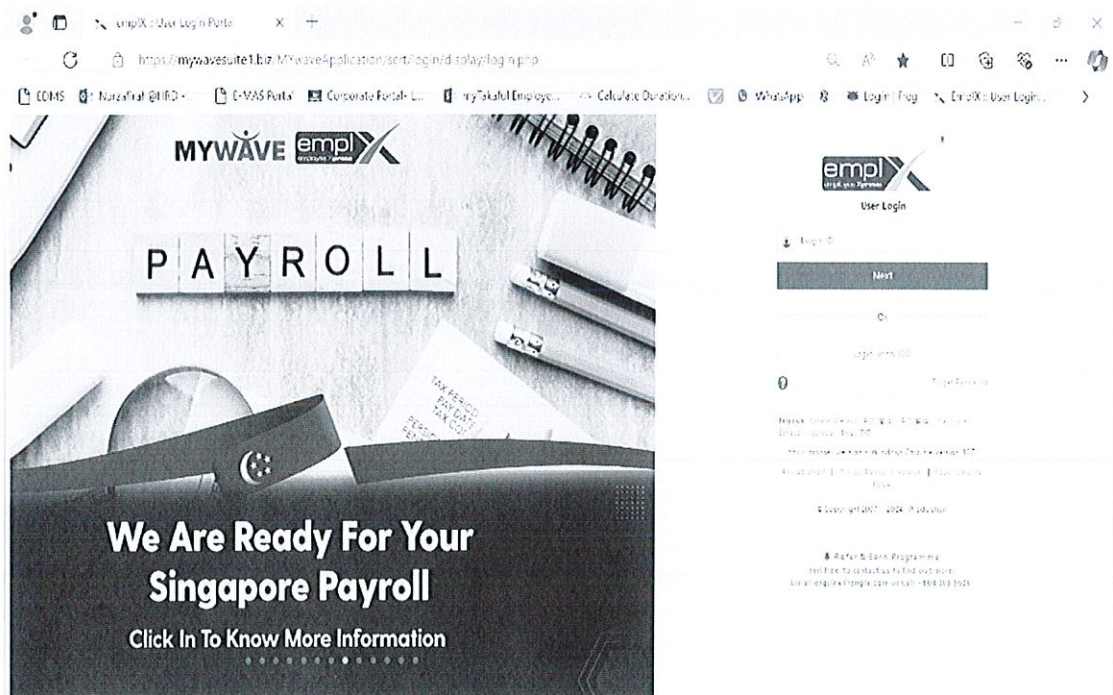
### 2.1 EmplX Leave Application Guidelines

#### Step 1: Login

URL: <https://mywavesuite1.biz/MYwaveApplication/scrt/login/display/login.php>

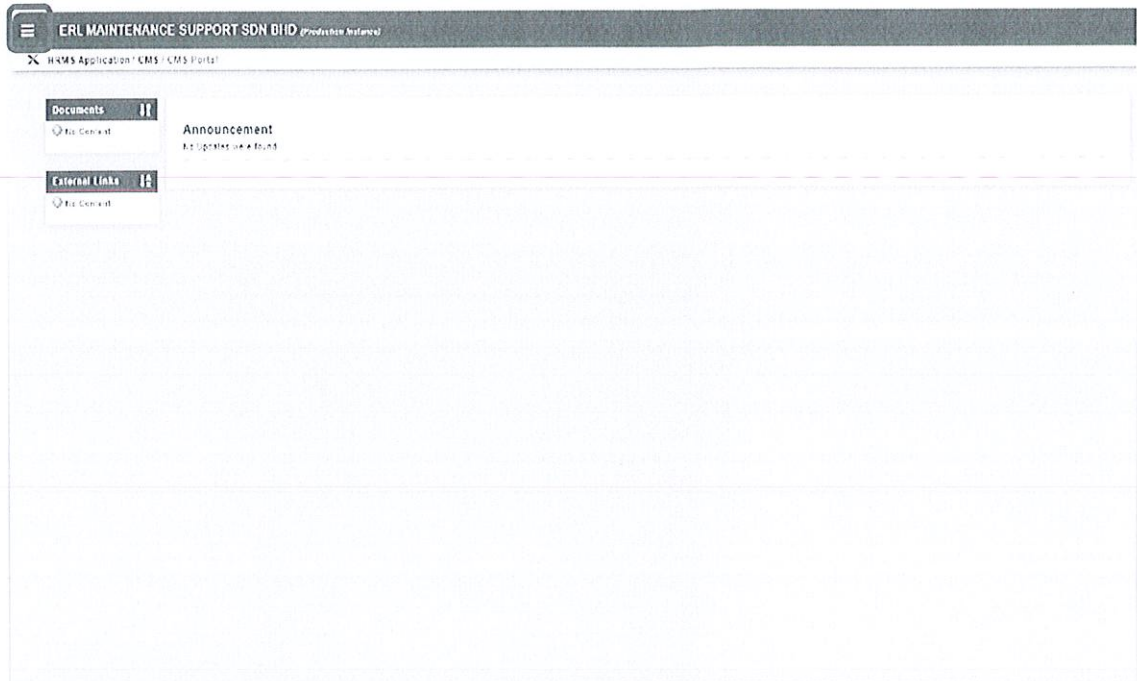
Login ID : staff number@EMS

Password : password123

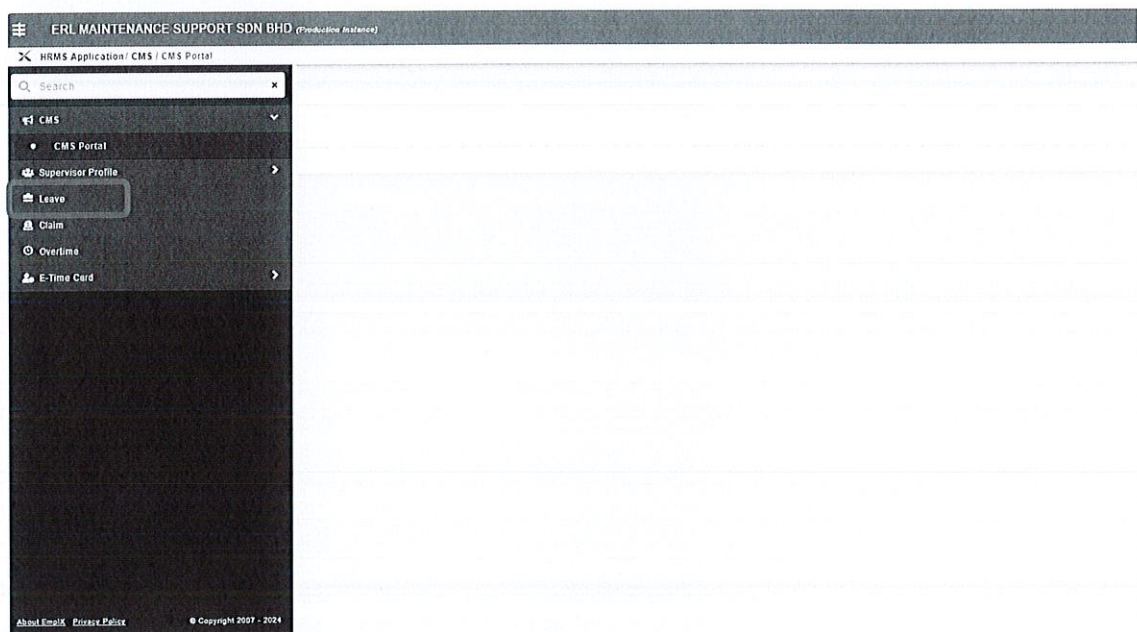


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## Step 2: Choose Menu



## Step 3: Choose Leave



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#### Step 4: Apply Leave

There are two ways to apply for leave in the system:

- i. Click on the icon highlighted below



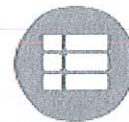
Summary



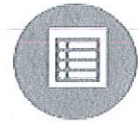
Calendar



Apply Leave



Drafted  
Leave



Report

- ii. Use the calendar view
  - Click and hold: Leave start date
  - Release: Leave end date

Calendar

Today Off Day Holiday Rest Day

Approved Pending Approval Drafted / Planned Rejected / Canceled

< > Today

October 2017

Year Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21



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## Apply Leave

Employee

Added list

Employee \*

: MY0037 - VIC LEE CHANG EU

Leave Type \*

:

-

Actual

Plan

Leave Date \*

:

2017-10-03

2017-10-03

Full Day

Leave Reason \*

:

Attachment \*

:

Browse...

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

Approval Person \*

:

MY0055 - OOI YIN MEI (rnd\_development@mywave.biz)


+ Add to List

✓ Apply Leave

✕ Close

Once the popup box appears, you may start to insert the necessary details to apply leave.

Follow the steps below:

1. Select a leave type
2. Select date range
3. Choose the leave method
4. Specify your reason (this may be mandatory depending on leave type)
5. Attach supporting document if required (**max. 3MB per image file**; this may be mandatory depending on leave type)
6. Click  to submit the application

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### Step 4.1: Add draft leave

- Draft Leave allows an employee to save a leave request as a draft for submission at a later time.
- Only the employee, their supervisor, and authorised admins can view draft leave requests that have not yet been submitted as actual leave for approval.

### Apply Leave

Employee

Added list

Employee\* : MY0037 - VIC LEE CHANG EU

Leave Type\* : 

-

Actual

Plan

Leave Date\* : 2017-10-03  2017-10-03 

Full Day

Leave Reason :

Attachment : 

Browse...

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

Approval Person : MY0055 - OOI YIN MEI (rnd\_development@mywave.biz)

+ Add to List

✓ Apply Leave

✕ Close

Follow the steps below to add a draft leave:

1. Select a leave type
2. Select date range
3. Choose the leave method
4. Specify your reason (this may be mandatory depending on system settings)
5. Attach supporting document if required (**max. 3MB per image file**; this may be mandatory depending on system settings)
6. Click 

+ Add to List

 to add draft.



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### Step 4.2: Add planned leave

Planned leave is similar to draft leave with one key difference. Planned Leave is visible to authorised employees to inform other colleagues in advance about an employee's scheduled leave.

**\*\*ONLY AUTHORISED EMPLOYEE(S) IS / ARE ABLE TO VIEW THE PLANNED LEAVE**

### Apply Leave

Employee

Added list

Employee\* : MY0037 - VIC LEE CHANG EU

Leave Type\* : -

Actual ☐ Plan ☒

Leave Date\* : 2017-10-03

2017-10-03

Full Day

Leave Reason :

Attachment :

Browse

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

Approval Person : MY0055 - OOI YIN MEI (rnd\_development@mywave.biz)

Save Plan Leave

Close

Follow the steps below to add a draft leave:

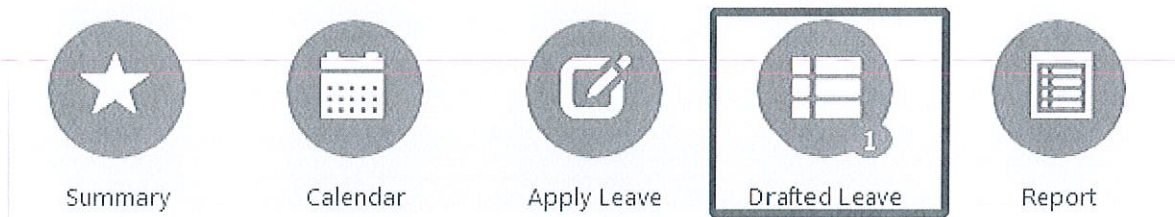
1. Select an employee
2. Select a leave type
3. Select date range
4. Toggle Actual -> Plan
5. Select the leave method
6. Specify your reason (It may be mandatory depends on the settings)
7. Attach documents (it may be mandatory depends on the settings and maximum of 3MB per image file)
8. Click ☒ Save Plan Leave to add a draft leave.

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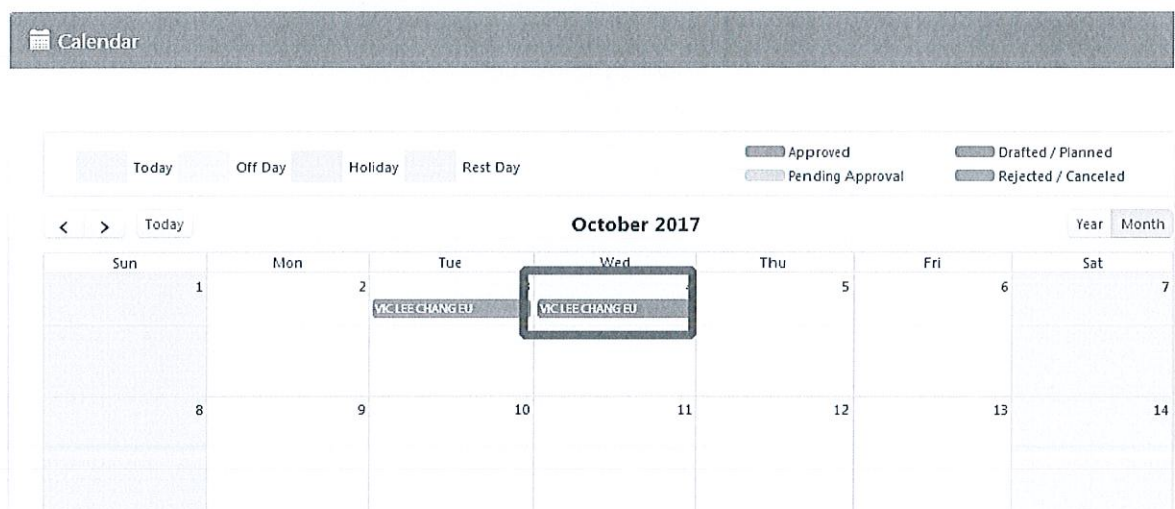
### Step 4.3: Convert Draft / Planned leave

There are three ways to view drafted/planned leave in the system:

- i. Click on the icon highlighted below



- ii. Click on the blue coloured-bar as highlighted below.



- iii. Top-right hand corner when applying leave as highlighted below

### Apply Leave

Employee

Added list

**Employee \*** : MY0037 - VIC LEE CHANG EU

**Leave Type \*** : - Actual Plan

**Leave Date \*** : 2017-10-05 2017-10-03 Full Day

**Leave Reason \*** :

**Attachment \*** : Browse...

Maximum file size per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed.

**Approval Person** : MY0055 - OOI YIN MEI (rnd\_development@mywave.biz)

+ Add to List
✓ Apply Leave
✕ Close

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To convert **Draft Leave to Actual Leave** → Select the leave and click (as shown below).

Submit Selected Leave

### Drafted Leave

Drafted

Planned

Submit Selected Leave

Convert Selected to Plan

MY0037 - VIC LEE CHANG EU

ANL

Date : 2017-10-05 To 2017-10-05  
Duration : 01 Day(s) 00 Hour(s) 00 Min(s)

Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<input checked="" type="checkbox"/> 2017-10-05 (Thu)	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

Close

To convert **Planned Leave to Actual Leave** → Select the leave you wish to convert and click (as shown below).

Submit Selected Leave

### Drafted Leave

Drafted

Planned

Submit Selected Leave

MY0037 - VIC LEE CHANG EU

ANL

Date : 2017-10-04 To 2017-10-04  
Duration : 01 Day(s) 00 Hour(s) 00 Min(s)

Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<input checked="" type="checkbox"/> 2017-10-04 (Wed)	2017-10-04 18:00:00	2017-10-05 06:00:00	Full Day	No

Back

Close



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To convert **Draft Leave to Planned Leave** → Select the leave you wish to convert and click



← Convert Selected to Plan

to convert (as shown below).

### Drafted Leave

Drafted

Planned

Submit Selected Leave

Convert Selected to Plan

MY0037 - VIC LEE CHANG EU

ANL

Date : 2017-10-05 To 2017-10-05  
Duration : 01 Day(s) 00 Hour(s) 00 Min(s)

Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<input checked="" type="checkbox"/> 2017-10-05 (Thu)	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

Close

### Step 4.4: Edit Draft/Planned Leave

To access **Draft/Planned Leave**, refer to **Step 4.3: Convert Draft/Planned Leave**.

1. Move your mouse cursor over the **header** of the leave entry.
2. A **pencil-like edit icon** will appear (as shown below).
3. Click on the **edit icon** to modify the drafted/planned leave.

### Drafted Leave

Drafted

Planned

Submit Selected Leave

Convert Selected to Plan

MY0037 - VIC LEE CHANG EU

ANL

Date : 2017-10-05 To 2017-10-05  
Duration : 01 Day(s) 00 Hour(s) 00 Min(s)

Date Applied	Start Time	End Time	Leave Method	Emergency Leave
<input checked="" type="checkbox"/> 2017-10-05 (Thu)	2017-10-05 18:00:00	2017-10-06 06:00:00	Full Day	No

4. You will be redirected to a new screen.
5. Click to modify the leave details.

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### Applied Leave

Application Date : 2017-09-20

Employee : MY0037 - VIC LEE CHANG EU

Leave Type : ANL

Taken leave(s) \* : 2017-10-05 2017-10-05 Full Day

Reason : -

Leave taken in day(s) : 1

Date	Shift	Leave Taken
2017-10-05	MG1	8 Hour(s) (EL)

Leave Reason :

Attachment : [Browse...](#)

[Edit](#) [Close](#)

6. Once all modifications are completed, click [Save](#) to apply the changes.

### Applied Leave

Employee : MY0037 - VIC LEE CHANG EU

Leave Type : ANL

Taken leave(s) \* : 2017-10-05 2017-10-05 Full Day

Reason : -

Leave taken in day(s) : 1

Date	Shift	Leave Taken
2017-10-05	MG1	8 Hour(s) (EL)

Leave Reason :

Attachment : [Browse...](#)

Approval Person : MY0055 - MY0055 (OOI YIN MEI)

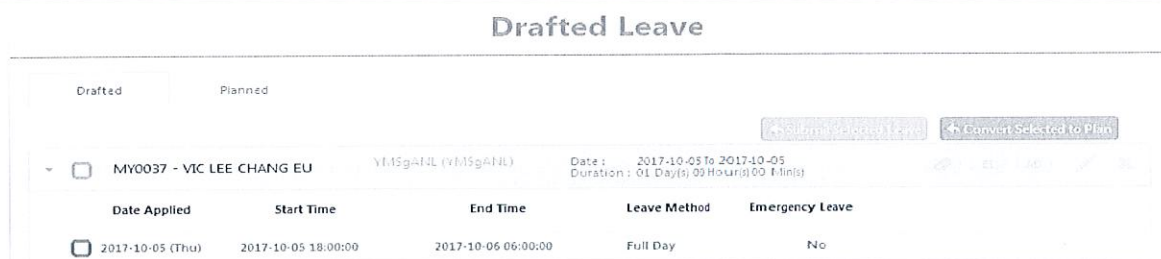
[Save](#) [Close](#)

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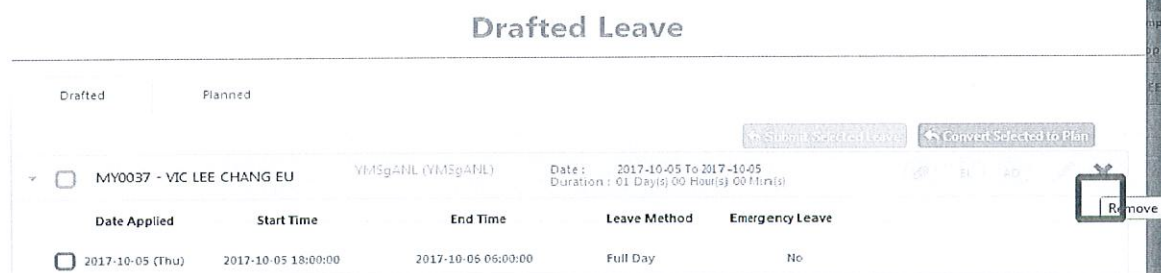
### Step 4.5: Remove Draft/Planned Leave

To access **Draft/Planned Leave**, refer to **Step 4.3: Convert Draft/Planned Leave**.

1. Move your mouse cursor over the **header** of the leave entry.



2. A **cross-like delete icon** will appear (as shown below).



3. Click on the **delete icon** to remove the drafted/planned leave.

### Step 5: Leave Report

1. To view detailed information on personal leave, click on the **Report** icon.
2. The following reports are available. Click on an individual report to view its details:
  - a. Overall Summary
  - b. Leave Application History
  - c. Leave Application (Summary)
  - d. Detailed Reports on:
    - o Entitlement
    - o Earned Leave
    - o Adjustments
    - o Encashment
    - o Expired Leave
    - o Expiring Leave
    - o Leave Taken



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Employee Supervisor Admin

## Leave Summary

Overall Summary
 Leave Application History
 Leave Application (Summary)

### Leave Detail

Entitlement
 Earn
 Credit
 Adjustment
 Encashment (Leave Period)
 Encashment (Entry Date)
 Expired Leave
 Expiring Leave
 Leave Taken

### a. Overall Summary

By default the report displays the leave summary as of the current date.

Overall Summary

As of: 2015-03-20

1

2

Customize Columns

Export

Leave Type	Unit of Measure	Entitlement	Balance	Future taken	Carry Forward	Earn	Credit	Taken	Advance	Adjustment	Encashment	Expiring	Expired on	Expired	Expired (Resigned)	Total Taken (Current Period)	Emergen Leave (Cur Period)
Annual	Day	18	15	0	18	3	0	5	0	0	0	18	2015-12-31	0	-	5	0
Compassionate	Day	3	3	0	0	3	0	0	0	0	0	3	2015-12-31	0	-	0	0
Court Appearance	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	0	-	-	-	-	0	0
Examination Leave	Day	No Limit	No Limit	0	0	No Limit	0	3	0	0	0	-	-	-	-	3	0
Hospital Leave	Day	60	60	0	0	60	0	0	0	0	0	60	2015-12-31	0	-	0	0
Marriage Leave	Day	3	3	0	0	3	0	0	0	0	0	-	-	0	-	0	0
Medical Leave	Day	22	0	0	0	0	0	0	0	0	0	-	-	0	-	0	0
Paid Time Off	Day	0	0	0	0	0	0	0	0	0	0	-	-	0	-	0	0
Paternity Leave	Day	1	1	0	0	1	0	0	0	0	0	-	-	0	-	0	0
Unpaid Leave	Day	0	0	0	0	0	0	0	0	0	0	-	-	0	-	0	0

- Click to view additional details.
- Click to download report on Excel format
- Click on a **value** to view detailed records that contributed to that value.

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## b. Leave Application History

By default, this report displays leave records from January 1<sup>st</sup> to December 31<sup>st</sup> of the current year.

Leave Application History										
Leave Date Range : 2018-01-01 - 2018-12-31										
<div> <div>1 Customize Columns</div> <div>2 Export</div> <div>3 Refresh</div> </div> <div>Data retrieved on 2018-03-20 08:48 pm</div>										
Start Date	End Date	No. of days / hours	Unit of Measure	Taken Type	Leave Type	Leave Status	Entry Date	Entry By	Remarks	
> 2018-01-10	2018-01-10	1	Day	Full Day	Annual	Cancelled	2018-03-13	MYwave Test Admin		
▼ 2018-01-11	2018-01-17	5	Day	Full Day	Annual	Approved	2018-03-13	MYwave Test Admin	4	
Leave Date	Start Time	End Time	No. of days / hours	Approval Date	Approval Person		Emergency Leave	Advance Leave		
2018-01-11	2018-01-11 08:30 am	2018-01-11 06:00 pm	1	2018-03-13	1. CHIAM INGLIN - <span>Approved</span> on 2018-03-13		No	No		
2018-01-12	2018-01-12 08:30 am	2018-01-12 06:00 pm	1	2018-03-13	1. CHIAM INGLIN - <span>Approved</span> on 2018-03-13		No	No		
2018-01-15	2018-01-15 08:30 am	2018-01-15 06:00 pm	1	2018-03-13	1. CHIAM INGLIN - <span>Approved</span> on 2018-03-13		No	No		
2018-01-16	2018-01-16 08:30 am	2018-01-16 06:00 pm	1	2018-03-13	1. CHIAM INGLIN - <span>Approved</span> on 2018-03-13		No	No		
2018-01-17	2018-01-17 08:30 am	2018-01-17 06:00 pm	1	2018-03-13	1. CHIAM INGLIN - <span>Approved</span> on 2018-03-13		No	No		
> 2018-04-04	2018-04-05	2	Day	Full Day	Examination Leave	Pending Cancellation Approval	2018-03-14	MYwave Test Admin		
> 2018-04-06	2018-04-06	1	Day	Full Day	Examination Leave	Approved	2018-03-14	MYwave Test Admin		

1. Click to view additional details.
2. Click to download report on Excel format
3. Click to retrieve latest data.
4. Click on a record to view individual leave dates and application details.

## c. Leave Application (Summary)

By default, this report displays leave records as of the current date.

1. Click to view additional details.
2. Click to download report on Excel format
3. Click on a record to view individual leave dates and application details.

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Filter											
Leave Application(Summary) (Admin)										1	2
As of: 2020-03-25											
Leave Type	Unit Of Measure	Entitlement	Balance	Future	Carry Forward	Earn	Credit	Taken	Adjustment	Encashment	
> ABSENT LEAVE	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	3
> ADDITIONAL LEAVE	Day	No Limit	No Limit	0	0	No Limit	1	0	0	0	
> ANNUAL LEAVE	Day	20	4	0	0	5	0	0	0	0	
> COMPANY TRAINING	Day	No Limit	No Limit	0	0	No Limit	0	2	0	0	
> COMPASSIONATE	Day	4	4	0	0	4	0	0	0	0	
> MEDICAL LEAVE	Day	22	22	0	0	22	0	0	0	0	
> HOSPITAL LEAVE	Day	60	60	0	0	60	0	0	0	0	
> REPLACEMENT LEAVE	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	
> SYSTEM TRAINING	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	
> UNPAID LEAVE	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	
> UNPAID (SPECIAL)	Day	No Limit	No Limit	0	0	No Limit	0	0	0	0	
1 2 3 4 5 66 Show 5 Employees											

## d. Leave Detail Report

### Leave Detail

Entitlement	Earn	Credit	Adjustment	Encashment	Expired Leave	Expiring Leave	Leave Taken

Leave Detail - Taken											
Leave Date Range: 2018-01-01 - 2018-12-31										1	2
Data captured on: 2018-03-25 08:51 am											
Leave Date	Start Time	End Time	No. of days / hours	Unit of Measure	Taken Type	Leave Type	Leave Status	Entry Date	Entry By	3	
2018-01-10	2018-01-10 08:30 am	2018-01-10 06:00 pm	1	Day	Full Day	Annual	Cancelled	2018-03-13	Mywave Test Admin		
2018-01-11	2018-01-11 08:30 am	2018-01-11 06:00 pm	1	Day	Full Day	Annual	Approved	2018-03-13	Mywave Test Admin		
2018-01-12	2018-01-12 08:30 am	2018-01-12 06:00 pm	1	Day	Full Day	Annual	Approved	2018-03-13	Mywave Test Admin		
2018-01-15	2018-01-15 08:30 am	2018-01-15 06:00 pm	1	Day	Full Day	Annual	Approved	2018-03-13	Mywave Test Admin		
2018-01-16	2018-01-16 08:30 am	2018-01-16 06:00 pm	1	Day	Full Day	Annual	Approved	2018-03-13	Mywave Test Admin		
2018-01-17	2018-01-17 08:30 am	2018-01-17 06:00 pm	1	Day	Full Day	Annual	Approved	2018-03-13	Mywave Test Admin		
2018-04-04	2018-04-04 08:30 am	2018-04-04 06:00 pm	1	Day	Full Day	Examination Leave	Pending Cancellation Approval	2018-03-14	Mywave Test Admin		
2018-04-05	2018-04-05 08:30 am	2018-04-05 06:00 pm	1	Day	Full Day	Examination Leave	Pending Cancellation Approval	2018-03-14	Mywave Test Admin		
2018-04-06	2018-04-06 08:30 am	2018-04-06 06:00 pm	1	Day	Full Day	Examination Leave	Approved	2018-03-14	Mywave Test Admin		

1. Click to show more columns
2. Click to download report in Excel format
3. Click to retrieve the latest data



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**NOTE: EMPLOYEES ARE RESPONSIBLE TO CHECK AND ENSURE THAT THEIR LEAVE(S) HAS BEEN APPROVED OR NOT APPROVED PRIOR TO THE LEAVE DATE.**

## **2.1 Important Points To Remember When Applying for Leave**

- i. **Annual Leave (AL) and Replacement Leave (RL) are granted on an earned basis** and prorated according to the days of service. **Advance leave will NOT be granted.** [Note: RL is given after the event date based on the RL awarded for public holiday]
- ii. **Special Leave is granted only after completing three (3) months of continuous service**, except in cases of death and natural disasters [refer to Leave Administration Procedure].
- iii. Shift employees are **not allowed** to apply for half [1/2] day leave due to operational requirements.
- iv. 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 must make every effort to inform their HOD/IS immediately. Please refer to clause on "Reporting an Absence" in Employee Handbook<sup>1</sup>. Employees can also check their leave entitlement balance via their EmplX access.
- v. Employee applying for leave have to identify and notify a relief person via email or group whatsapp. The assigned relief employee is responsible for carrying out the duties and responsibilities during the relief period. For employees in the management category, signature mandate must be completed as per the Signature Mandate Procedure<sup>1</sup>.
- vi. A leave application is considered approved **ONLY** after receiving all the necessary approval from his respective HOD. It is therefore **employee's responsibility to check as to whether their leave application has been approved before proceeding to go on leave.**
- vii. When a shift employee applies for leave as per their leave scheduling and it falls during PH, Department Representative/Planner must notify HRD to add a RL in the employee's leave quota.
- viii. **NO LEAVE CANCELLATION IS ALLOWED.** Cancellation will only be considered [with Management's approval] in the event an employee is "called back to work" or has a justifiable and concrete reason. This is to be informed via an e-mail to HRD and indicating the new leave date [which must be within two [2] weeks from the original approved leave].

<sup>1</sup> Refer to Appendix 1 for information on referred document

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## 2.2 Supporting Documents

Hard copy documentation to support unplanned leave is required to be submitted together with the following type of leaves **immediately upon returning to work** e.g. Maternity Leave, Medical Leave, Hospitalisation Leave, Compassionate Leave, Natural Disaster Leave and Paternity Leave.

Kindly scan and upload the relevant documents before submitting the leave application online. Once submitted, the original document must be forwarded to Human Resource Department [HRD] via the respective Department Representative [DRep]

HOD is to identify a DRep who shall be responsible to compile all the relevant hardcopy supporting documents and **forwarded to HRD on weekly basis i.e. on every Friday by 4.00pm.**

## 2.3 Unapproved Leave

Any unapproved leave shall be routed back to the employee for acknowledgment. Please check with your approving person for details. The application may fall under the following category:

- Employee is required to work as normal / roster.
- The leave is rejected due to an invalid reason, absence of relevant documentation etc. In such cases, the leave will be **treated as Unpaid Leave (UPL)**. The employee must **resubmit the leave request manually** using the **hardcopy Leave Application Form**.

## 2.4 Outlook Calendar Update

HOD is to assign and ensure respective DRep maintains all employees' leave information consistently updated in the Outlook Calendar.

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### 3. Appendices

Note : Asterisk [\*] refers to the latest version of the document

#### 3.1 Appendix 1: Reference Procedure / Manual / Form

<b>No</b>	<b>Reference Procedure / Manual / Form</b>	<b>Doc. No</b>	<b>Description</b>
1	Leave Administration Procedure	G00.OMH.M11750.ZP.0001.*	Leave Administration Procedure