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E-MAS Offices	G00.OMH.M11750.ZG.1002	C	23.2.2021	Page 1 of 9	Guideline – Leave Application Via Work Flow System [WFS]

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

GUIDELINE
LEAVE APPLICATION VIA WORK FLOW SYSTEM [WFS]

G00.OMH.M11750.ZG.1002.C

ERL Maintenance Support SdnBhd Co. Reg. No. 199901023674 (498574-T)

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Planning Of Changes Reference For Revision: G00.OMH.M1175.ZG.1002.C					
Issues To Consider	Checked (Please mark X)				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 Work Flow System [WFS]. Where item/process is unclear, kindly contact the following:

- i. ITS Unit for information system matters OR
- ii. Human Resource for human resources matters

This WFS guidelines and processes ONLY applies for the following type of leaves. Other leaves not mentioned shall be applied manually i.e. using Leave Application Form [HRD Form 0011] ref. no. G00.OMH.M11750.ZF.0006.*.:

- Annual Leave[^] / Leave Carry Forward
- Compensation Leave[^] [except for (b) under notes]
- Medical Leave
- Hospitalisation Leave^{^^}
- Special Leave [maternity, paternity, compassionate]

All leaves are to be applied at least 2 working days before the actual intended leave day. If leave is applied less than this, WFS will automatically accept the leave application as “Leave Without Prior Approval” [LWPA].

Reminder: LWPA is allowed to occur only to a maximum of 4 [four] days per calendar year, On the 5th time/occasion, WFS will not allow this and thus it shall be treated as Unpaid Leave [UPL].

Notes:

- a. [^] Number of days allowed depends on earn basis [after the event date based on the compensation leave awarded for public holiday]
- b. [^] For employees who worked additional on previous day and would like to apply immediately succeeding the additional work day shall apply manually via the Leave Application Form
- ^{^^} For insufficient leave balance but employee still require to apply for leave, please apply manually using hardcopy form. However, it shall be treated as Unpaid Leave.
- c. ^{^^^} Employee need to submit hospitalization leave via WFS within 3 [three] days from the last day of the hospitalisation leave. For submission made after three days, WFS will automatically convert the leave to annual leave [if any]. For insufficient annual leave balance, it shall be treated as UPL.**
- d. Employee is responsible to check and confirm on his leave application status [approved/not approved] prior to the leave date.
- e. No leave cancellation allowed. At the Management’s discretion, only justifiable reason can an employee cancel his leave. This is to be informed via an e-mail to HOD and HRD indicating the WFS leave ref. number.

2 Leave Application Process

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

$$\frac{\text{Accumulation of days}}{365 / 366} \times \text{Annual Entitlement}$$

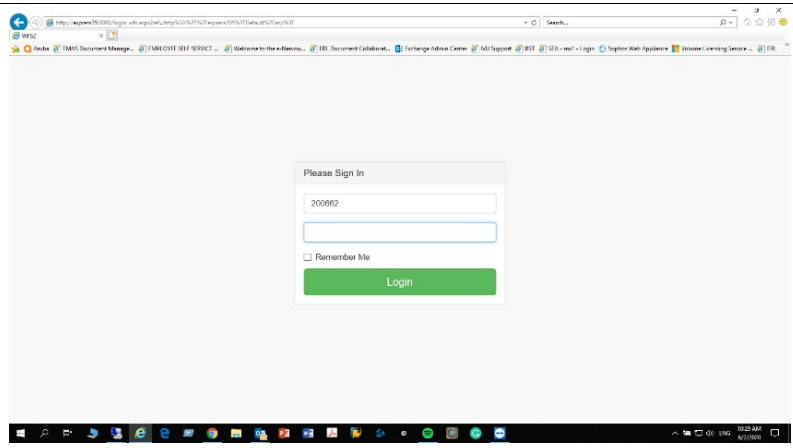
Example: Current date is 10th February 2020 = 41 days [31 (Jan) + 10 (Feb)]
Annual entitlement is 21 days

$$\frac{41}{366} \times 21 = 2.35 \text{ days}$$

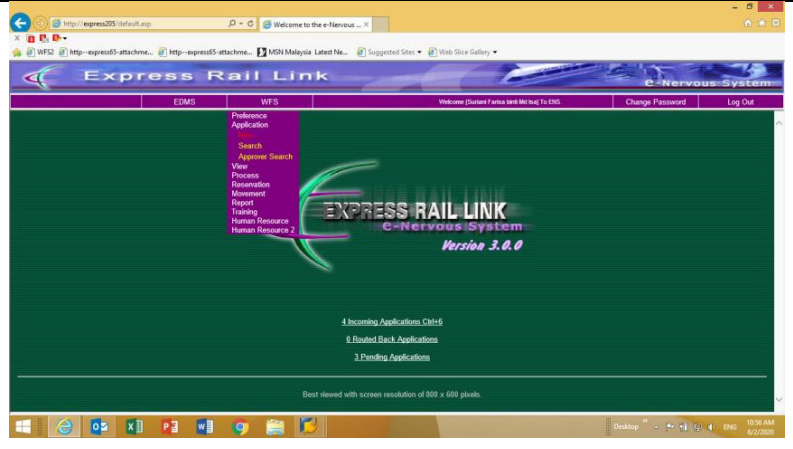
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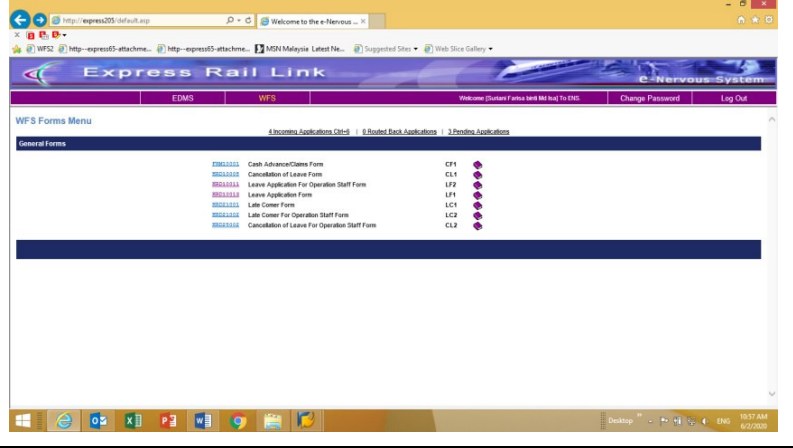
- [Http:\\express205](http://express205)
- Login staff number and password
- Click“Login”



- Choose “WFS” -dropdown item will appear
- Choose Application -New

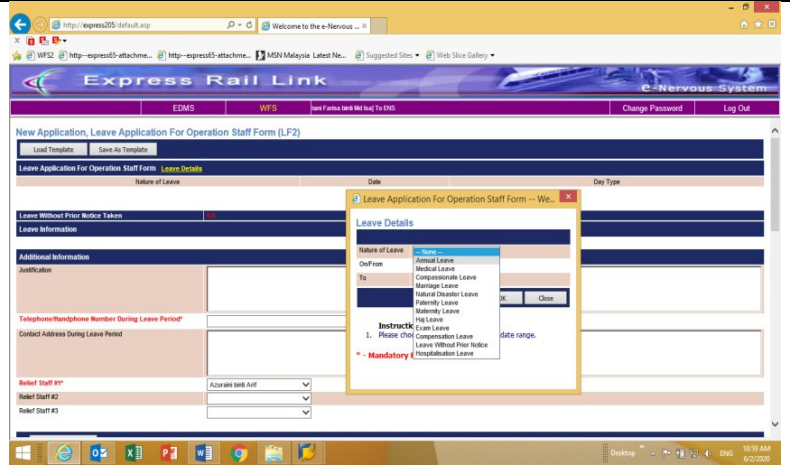


- List of forms will appear
- Choose LF10011 for “Office Based” employees
- Choose LF20011 for “Shift Based” employees
- You may choose the book icon to view “Leave Guideline via WFS”

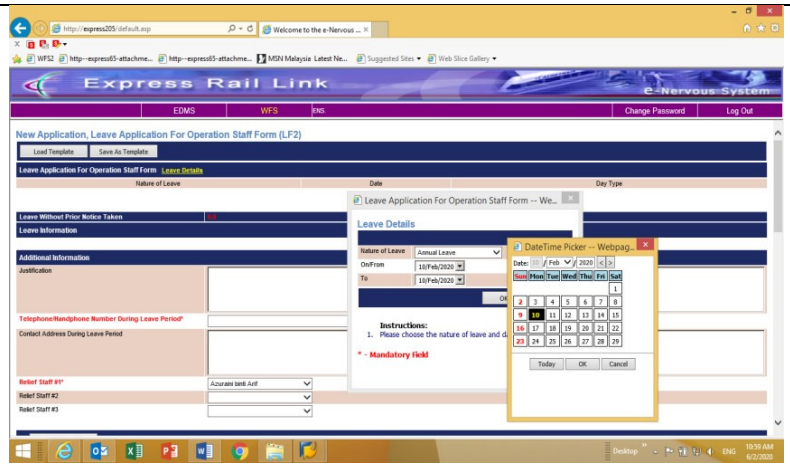


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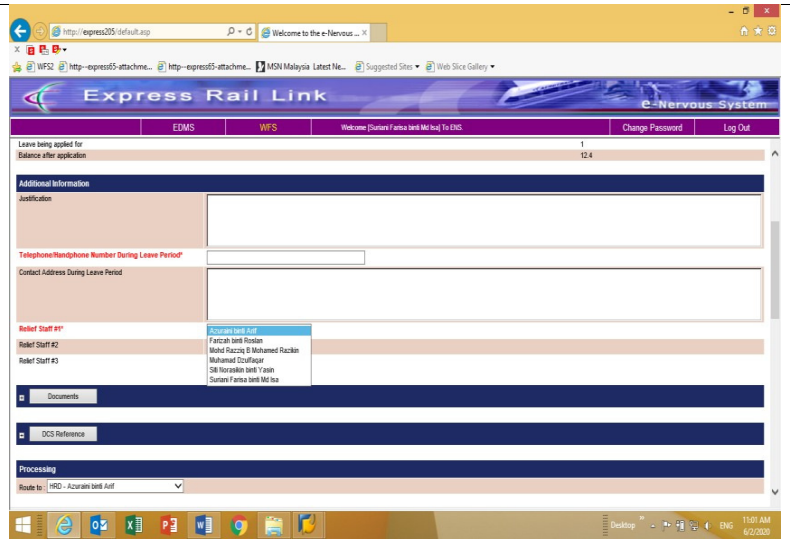
→Click **“Leave Details”** [in yellow], a dialog box will appear
 →Click the dropdown button for **“Nature of Leave”**
 →Choose the relevant leave type [annual, medical etc]



→ Select leave date
Please be advised that leave application is to be applied 2 working days before the intended leave date
 → Click **“OK”**
 →Select Day Type [on right hand] for full or half day leave



→ Please identify name of person for **“Relief Staff#1** Relief person/s or the person to acknowledge for your leave application.
[This function is for a person to relief the work in your absence or the person who is required to know that you are on leave, It can be more than 1 person - please refer to your respective department’s leave application routing]

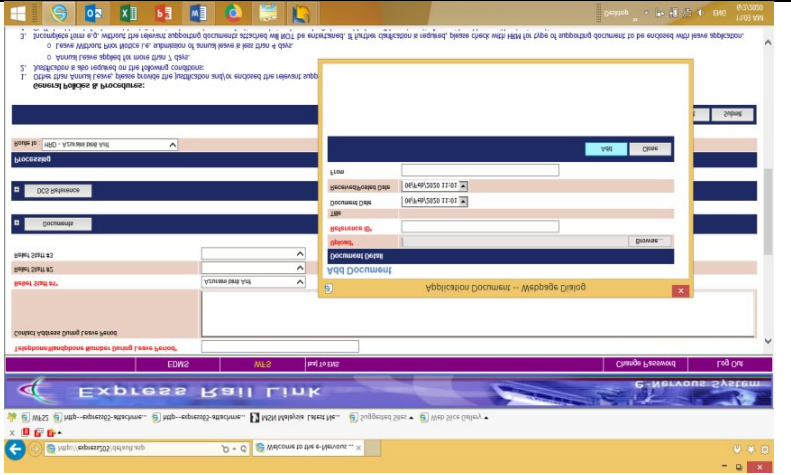


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→Please choose “Document” for leave which requires for a document to be attached e.g. Medical, Hospitalisation, Leave Without Prior Approval

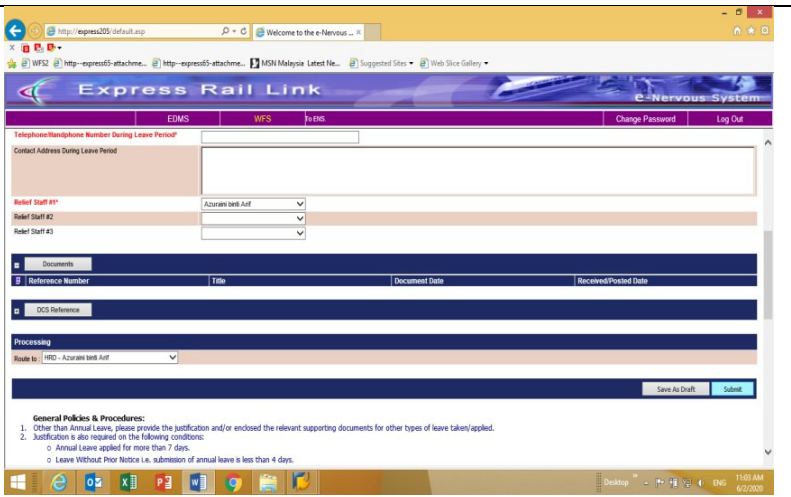
→Complete all fields and upload the scanned file.

→Once complete, click on “Add”



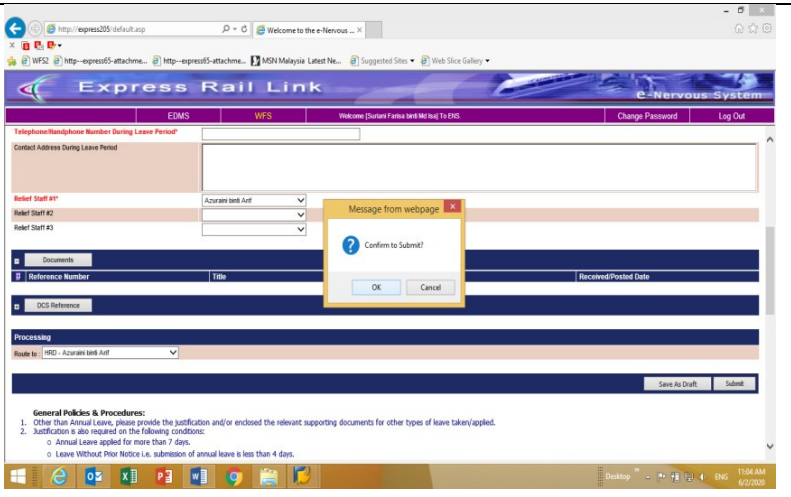
Please check that all relevant fields and attachments are completed

→ Once complete, please click “SUBMIT”



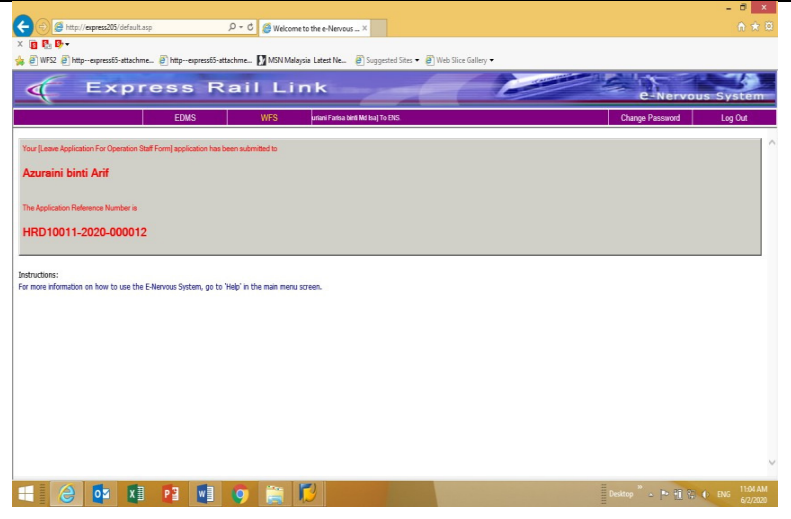
→A dialog box will appear to confirm the form submission

→ Click “OK”



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→This is to confirm that your leave application has been routed to the next person/level



The screenshot shows a web browser window with the URL 'http://express205/default.asp'. The page title is 'Express Rail Link e-Nervous System'. The user is logged in as 'Azuraini binti Arif'. A message states: 'Your [Leave Application For Operation Staff Form] application has been submitted to'. Below this, the application reference number is 'HRD10011-2020-000012'. Instructions at the bottom of the page state: 'For more information on how to use the E-Nervous System, go to 'Help' in the main menu screen.'

Employee is responsible to check and ensure that his leave has been approved / not approved prior to the leave date.

2.1 Important Points To Remember When Applying for Leave

- i. AL via WFS are on **earned basis** and it is **prorated** according to the days of service for the year, therefore **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 granted after completion of three [3] months of continuous service except for death and natural disaster [refer to Leave Administration Procedure].
- iv. Shift employees are **not allowed** to apply for half [1/2] day leave due to operational requirement.
- v. For shift employees, please indicate [Off Day, Rest Day etc] where applicable during the duration of leave applied.
- vi. A relief person is recommended to be identified during an employee's absence. Employees who have acknowledged as relief shall be accountable of the duties and responsibilities they assumed during their relief period. For employees in the management category; signature mandate must be obtained as per the Signature Mandate 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 before going on leave.
- viii. **NO LEAVE CANCELLATION IS ALLOWED**. Cancellation will only be considered [at Management's approval] in the event an employee is "called back to work" or with justifiable and concrete reason. This is to be informed via an e-mail to HRD and HOD indicating the WFS leave ref. number.

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2.2 Supporting Documents

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 the relevant documents to be uploaded before submitting the leave application online. Once submitted, the original document is to 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 supporting documents to be forwarded to HRD bi-monthly i.e. on 1st and 3rd week's Friday [by 12.00 noon] each month.

These documents are to be submitted together with the complete report [printed via WFS] of all leaves applied for the relevant duration.

- Friday 1st week - previous month's 4th week and current month's 1st week report
- Friday 3rd week - 2nd and 3rd weeks of current month report

2.3 Unapproved Leave

Any unapproved leave shall be routed back to the employee for his 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
- Unapproved due to invalid reason, absence of relevant documentation etc.. This will be treated as UNPAID leave - Employee, is to forward leave manually using the hardcopy Leave Application Form.

2.4 Hardcopy Leave Application Form

Hardcopy leave form[s] and relevant supporting document[s] for the following leave type is to be submitted to HRD by DRep on weekly basis [i.e. **every Friday by 12.00 noon**]:

- Exam Leave
- Compensation Leave [as stated in Clause 1b]

The records as per the leave forms and SAP HR shall then be verified by HRD

2.5 Outlook Calendar Update

HOD is to assign respective DRep and ensure to maintain all employees leave information are updated in the Outlook Calendar at all times.

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3. Appendices

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

3.1 Appendix 1: Reference Procedure / Manual / Form

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