

**ERL Maintenance Support Sdn Bhd**

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

**MEMORANDUM**

<b>To:</b>  <b>All Staff</b>	<b>From:</b>	Suriani / Norazmizam
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Reference Number:  
OMH.STF.M11700.23228Date:  
14<sup>th</sup> February 2023

<input type="checkbox"/> Urgent	<input type="checkbox"/> Review	<input type="checkbox"/> Comment	<input type="checkbox"/> Reply	<input type="checkbox"/> Retain
<input type="checkbox"/> Action	<input checked="" type="checkbox"/> Info	<input checked="" type="checkbox"/> Note	<input type="checkbox"/> Call me	<input type="checkbox"/> Sign & Return

Attachment(s): ☒ None ☐ As listed below**Employment Act 1955 Amendments [EA1955]**

The government recently announced the EA1955 amendments which took effect 1<sup>st</sup> January 2023. Amongst the amendments which affect employees are the following:

**1. Maternity Leave**

A female employee will be entitled to 98 consecutive days leave in respect of one confinement. This will be granted up to the birth of five (5) surviving children and 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 preceeding her confinement.

This will be granted to female employees on or after the 22<sup>nd</sup> weeks of pregnancy. Leave of absence from work due to any illness or miscarriage during the first 22<sup>nd</sup> weeks will be treated as medical leave.

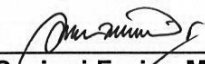
**2. Paternity Leave**

A male employee is granted a maximum of seven (7) consecutive days leave for the birth of up to five (5) surviving children. A birth certificate is required to support the application.

The above amendments are to be read together with the Leave Administration procedure on the procedures/processes to report on the respective leaves. The respective compensation and benefits package has also been amended accordingly as above.

Yours sincerely,

Concurred by,

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

  
**Thomas Baake**  
 Chief Executive Officer
Attachment: {none}  
cc : {none}