

MEMO

HR/MEMO/0923/1

TO : All Employees (LCKL/ LCR/ LCPJ/ AALD/ BM/ DENG/ WH/PEN)
FROM : Human Resources & Admin Department
CC : Mr. Sua Kim Seng, Managing Director
DATE : 28 Sept 2020

SUBJECT : **STANDARDIZATION OF APPLICATION LEAVE IN PORTAL**

MESSAGE:

To strengthen the leave application flow and to improve company operational efficiency, we are pleased to announce the following leave application need to be followed as follow:-

LEAVE CAN PLAN WELL BEFORE:

1) ANNUAL LEAVE	APPLY AT LEAST 3 WORKING DAYS IN ADVANCE
2) UNPAID LEAVE	
3) REPLACEMENT LEAVE	
4) MARRIAGE LEAVE	
5) EXAMINATION LEAVE	

LEAVE THAT UNPREDICTABLE:

6) MATERNITY LEAVE	APPLY AT LEAST 7 WOKING DAYS IN ADVANCE BUT ANY SUDDEN CHANGE NOTICE TO HR & SUPERIOR
7) PATERNITY LEAVE	
8) MEDICAL LEAVE	APPLY ON THAT SAME DAY (OR THE LATEST BY THE NEXT DAY)
9) EMERGENCY LEAVE	
10) COMPASSIONATE LEAVE	
11) HOSPITALIZE LEAVE	
12) QUARANTINE LEAVE	
13) TIME OFF (2 HOUR)	

- **Any failure to apply these leave in portal and submit supporting documents will consider as UPL**

P/s: The number of days should be count as WORKING DAY which excludes SUNDAY & PUBLIC HOLIDAY.

This MEMO will effective from 1st OCTOBER 2023

Thank you.