

MEMO

HR/MEMO/0124/1

TO : All Employees (LCKL/ LCR/ LCPJ/ AALD/ BM/ DENG/ WH/PEN)
FROM : Human Resources & Admin Department
CC : Mr. Sua Kim Seng, Managing Director
DATE : 22nd DEC 2023

SUBJECT : **QUARANTINE LEAVE FOR COVID-19**

MESSAGE:

As the current spike increase of COVID case and align to MOH policy, company will follow the standard procedure as well which the positive case need to be quarantine for 5 days. With the following guideline:-

- i) The **5 days** of **Quarantine Leave** are counted continuously which include **Off Day, Rest Day** and **Public Holiday** with **no replacement**.
- ii) Staff needs to show their test kit results to HOD & HR with their **NAME and DATE** written on the test kit on the first day of tested positive.
- iii) Quarantine Leave will be **deducted as Medical Leave**.
- iv) Submit or apply Quarantine Leave to company staff portal at the same time. If **late by Second days and after** then will be considered as **Unpaid Leave**.

All the above will be effective from **1st JANUARY 2024**

Thank you.