

B E S H O M

Human Resource Online System

Employee Handbook (Updated MAY 2022)

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3. Attendance

3.1 ATTENDANCE RECORDING

All employees are required to clock-in their attendance when reporting for work and clock-out when leaving the premises.

Clocking another employee's attendance card or allowing other employee to clock his attendance card will be construed as misconduct and subject to disciplinary action.

Employee with late attendance of three (3) months and above in a month, their names will be recorded.

If the said employee has late attendance for 2 months, he shall be issued with a warning letter.

If the said employee received 3 warning letters, his incentive, and bonus entitlement shall be freeze.

Should the said employee persistently repeat the same misconduct, the Management will impose severe disciplinary action including summarily dismissal.

3.2 ABSENTEEISM

An employee shall be deemed to have broken his contract of service if he has been continuously absent from work for more than two (2) consecutive working days without prior leave application unless he has a reasonable excuse for such absence and has informed or attempted to inform his superior of such excuse prior to or at the earliest possible opportunity during such absence.

An employee who absents himself from work for any one (1) day without prior leave from the Company or without reasonable excuse shall be given a written warning.

If the said employee absents himself for a second time, a second warning letter shall be given to him.

If the said employee absents himself for the third time, he shall be issued with a last and final warning letter.

Should the said employee ignore the above warnings, and persists to absent for the fourth time, the Company shall be entitled to terminate his services.

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