

# B E S H O M

## Human Resource Online System

### Employee Handbook (Updated OCTOBER 2024)

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## 4. Leave & Holiday

### 4.1 ANNUAL LEAVE

New employees are entitled to annual leave only upon confirmation of appointment that will be calculated on a calendar year basis or proportionately for an incomplete year.

Employees shall be entitled to paid annual leave as follows:

Years of Service		Annual Leave Entitlement Per Annum	
More than or Equivalent to	Less than	Office/ Store/ Production	Retail
1	2	14 days	10 days
2	5	18 days	14 days
5	-	22 days	18 days

#### Note

Employees are allowed to carry forward their annual leave not more than 5 days to the following year.

All accumulated leaves must be consumed by 30 April. Carry forward leave not taken by 30 April will be automatically forfeited.

Annual leave cannot be carried forward to the following year without written consent from the Company. Annual leave earned but not taken for the year will be forfeited.

Newly joined employees are allowed to carry forward their earned leave for the current year to the following year only.

Employees are not allowed to consume leave from the following year's entitlement within the current year.

Applications for leave must be made online or using the prescribed form at least three (3) days before commencement of the leave.

An employee who is unable to report for work on grounds of emergency is required to inform his department manager or supervisor on the same day. Upon reporting to work, the employee is required to submit his leave application together with proof of the emergency. Such leave, if approved, shall be recorded as annual leave if there is out-standing annual leave, or unpaid leave if annual leave entitlement is exhausted.

The Company reserves the right to approve or not approve any leave applications.

Employees on leave may be called back or have their leave cancelled by the Company if their services are required.

### 4.2 NO PAY LEAVE

An employee who has exhausted his annual leave entitlement or who is not entitled to any annual leave may apply for no pay leave via online or using the prescribed form at least three (3) days before commencement of such leave.

### 4.3 SICK LEAVE

Employees shall be entitled to paid sick leave as specified in the table below based on the following conditions:

In the case of illness or injury, where duly certified unfit to work by the Company's panel doctors.

Duly certified unfit to work by a dentist as defined in the Dental Act 1971.

Medical certificates issued by any other medical practitioners for sick leave will be accepted at the Company's discretion, depending on the circumstances of each case, i.e.:

- Emergency cases
- Availability of panel doctors e.g. on Sundays or public holidays, if Company's panel doctors are closed.
- Distance and reasonable travelling time involved.

Years of Service		Sick Leave Entitlement (No of days per calendar year)
More than or Equivalent to	Less than	
1	2	14 days
2	5	18 days
5	-	22 days

An employee must immediately inform his department manager or supervisor when a medical practitioner or dentist grants him sick leave. He must also forward the medical certificate to his department manager or supervisor within 48 hours of commencement of such sick leave. If he fails to notify or forward the medical certificate to his department manager or supervisor, he will be deemed to have breached his contract of employment.

Employees taking excessive sick leave may be required to undergo a thorough medical check-up. If the employee is found to be unfit, he may have his employment terminated on medical grounds. If the employee is found to be fit, counseling will be given. If the situation persists, disciplinary action will be taken against the employee.

An employee who reports to the Company panel doctor or a registered medical practitioner for purpose of treatment or otherwise, and who is subsequently not granted sick leave shall report for duty as soon as possible after completion of the visit, failing which shall be treated as absent from work. In such cases, the employee is required to submit the time slip (shows the time of the visit) issued by the company panel doctor or registered medical practitioner to his department manager.

### 4.4 HOSPITALIZATION LEAVE

Hospitalization leave is when:

- Employee is hospitalized or
- Employee is deemed ill enough to be hospitalized but is not, for any reason whatsoever as certified by a medical practitioner.

Employee shall be entitled to sixty (60) days paid leave per calendar year (including rest days and public holidays).

### 4.5 PROLONGED ILLNESS LEAVE

Employees who are inflicted with cancer, leukemia, tuberculosis or other diseases of a similar nature, at the discretion of the Company may be granted extended medical leave at no pay (after exhausting his hospitalization leave) for a further period of three (3) months.

The extended medical leave is granted on the conditions that, in the opinion of the panel doctor, the employee

has ample chance or recovery. Such leave will be granted only once during the service of the employee.

An employee who is still not fit for employment after exhausting the prolonged illness leave that is granted to him shall be terminated on medical grounds.

The Company is not obligated to provide alternative employment to any employee who suffers disability due to an accident or illness arising during the course of employment. Subject to availability of suitable vacancies and provided that the employee is certified fit for employment by the panel doctor, if alternative employment is provided, the wages and other terms and conditions of service shall be in accordance with the grade of the alternative employment.

#### **4.6 MATERNITY LEAVE**

Female employees who have a minimum of ninety (90) days service, are entitled to ninety-eight (98) consecutive days of paid maternity leave, inclusive of rest days and public holidays. Such leave shall not commence earlier than 30 days preceding her confinement or later than the day immediately following her confinement.

Paid maternity leave is granted up to a maximum of five (5) surviving natural children, that is, the employee is not entitled to the paid leave from the 6th child onwards.

Application for maternity leave must be submitted thirty (30) days before expected confinement. The employee is required to provide the Company with a letter/certificate from the Company's panel doctor or a registered medical practitioner stating the expected week of delivery. Failure to give notice will result in the maternity allowance being suspended until notice is given.

Miscarriage and abortion shall be considered as normal sick leave.

A female employee who is not entitled to maternity allowance during her maternity leave may return to work with the consent of the Company and the certification of the Company's panel doctor or a registered medical practitioner that she is medically fit to return to work.

#### **4.7 PUBLIC HOLIDAYS**

The Company observes paid public holidays as follows:

Office, Warehouse, Production	16 days per year
Retail	13 days per year
Part Time Promoters	7 days per year
Full Time Promoters	11 days per year

The list of the public holidays shall be put up on the Company's notice boards before the beginning of each year and available in Human Resource Online System.

The Company also observes any extra public holiday declared by the Federal Government. Should the day declared by the Federal Government as a public holiday be deemed unsuitable by the Company, the Company has the discretion to replace it with any other deemed suitable or alternatively, an extra day is added to the employee's annual leave.

If a paid holiday falls on a rest day, the following day immediately will be a paid holiday in substitution.

Employee who absent themselves from work on the working day immediately preceding or succeeding any paid public holiday(s) or any days substituted thereof without prior consent from the Company or without acceptable reasons shall not be entitled to the pay for such holiday(s) or consecutive holiday(s).

#### **4.8 PAID LEAVE POLICY**

Company do not have policy on **Paid Leave** for annual leave or replacement leave. Management will not entertain any request on extension of deadline for annual leave or replacement leave.

#### **4.9 ANNUAL LEAVE LEAVES CARRY FORWARD - RESIGNATION**

Carry forward annual leaves cannot be used for early release on resignation:

Resignation in January - April	Any balance annual leave carry forward will be forfeited effective from resignation notice date.
Resignation in May - December	Manager/ Management has sole discretion to grant early release.

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