

B E S H O M

Human Resource Online System

Employee Handbook (Updated MAY 2022)

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Working Schedule

2.1 WORKING HOURS

The normal working hours and rest periods are as follows:

	Monday - Friday	Saturday	Rest Time
Klang Office	9.00am - 6.00pm	OFF	1.00pm - 2.00pm
Warehouse	8.30am - 6.00pm	8.30am - 1.00pm	12.00pm - 1.00pm
Value Herbs	8.30am - 6.00pm	8.30am - 1.00pm	12.00pm - 1.00pm
Production	8.30am - 6.00pm	8.30am - 1.00pm	12.00pm - 1.00pm
KL Office	9.00am - 6.00pm	OFF	1.00pm - 2.00pm

The above working hours may be varied at Management's absolute discretion.

The rest periods of employees may be staggered or changed to accommodate the company operations.

Retail Outlet

All retail outlets have respective individual set of working hours not exceeding forty-eight (48) hours a week (excluding rest hour) as fixed according to the respective local circumstances. The rest day of retail employee shall be fixed on weekday.

The Company shall determine the working hours of an employee from time to time depending on the nature of the business and the local circumstances and practices of similar trade in the locality.

2.2 PUBLIC HOLIDAYS

All employees from the office and warehouse / store / production are entitled to gazetted public holidays totalling sixteen (16) days annually fixed by the Company. In event of a public holiday falling on a rest day (Sunday), the next day will be declared a holiday.

The employees from the retail shall be entitled to gazetted public holidays of thirteenth (13) days annually as fixed by the Company. All retail employees are required to resume work as usual on public holidays as fixed by the company and the company will reimburse accordingly.

2.3 OVERTIME / SPECIAL ASSIGNMENT

Overtime shall refer to work done in excess of normal hours of work per day, on a rest day or a public holiday.

Employees may be required to work overtime on normal working days, rest days or public holidays. Employees shall not refuse the Company's request to work overtime without justifiable and acceptable reason.

Employees who wish to undertake overtime work must obtain prior approval from their department manager or supervisor before overtime work is undertaken.

Overtime performed shall be calculated as per Section 60A of Employment Act 1955 for :

- Employees with salary up to RM2,000 and below
- Production & warehouse supervisor, executive and Manager with salary up to RM3,000 and below
- Production and warehouse manual worker with salary up to RM4,000 and below

Non-executive and executive employees with basic salary exceeding RM2,000/= per month and production & warehouse supervisor, executive and manager with salary exceeding RM3000/=, if required to work overtime or special assignment will be paid at the rate specified below:

Normal Work Day/ Rest Day/ Public Holiday	Payment Rate
Minimum 1 hour	RM12/=
Subsequently every 0.5 hour after 1st hour of overtime clam	RM 6/=
10 hours and above	RM 120/=

All overtime reimbursement is subject to approval from their immediate superior.

All sales personnel, executive (grade 7) & managerial level employee are not entitled to overtime claims but replacement leave will be granted accordingly.

Employees attending training after working hours or on rest days or public holidays are not allowed to claim overtime as training is viewed as part of their career development.

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