



GORLY EQUIPMENT SDN BHD (201501027985) (1153309-M)
TIN Number: C24038325070 | SST NO: B16-2508-32000340
No 12A, Jalan Angklung 33/20, Shah Alam Technology Park,
Seksyen 33, 40400 Shah Alam, Selangor.
Phone: 016-220 4844 **Email:** sales@gorlyequipment.com

COMPANY STAFF HANDBOOK *(For Internal Reference Only)*

1. Working Hours

Monday – Friday

8:30 AM – 5:30 PM

Saturday

8:30 AM – 1:00 PM

The Company observes all **National & Selangor Public Holidays**.

2. Leave Entitlement

⚠ Note: Leave benefits are applicable to *confirmed staff only*.

The Company does not provide leave benefits for probationary employees.

2.1 Annual Leave

Years of Service	Annual Leave Entitlement
1st Year	10 Days
2nd Year	12 Days
After 5 Years	+2 Days
After 6 Years	+1 Day
Every additional year after 6 years	+1 Day
Maximum Cap	20 Days

Unused Leave for the year: Employees who are confirmed and have completed one year of service may carry forward up to a **maximum of three (3) days**.

Reminder:

Employees must submit leave applications **at least 3 days in advance**.

Leave Application Procedure (Inclusive Penalty & Reward):

<https://docs.gorlyequipment.com/LAP.pdf>



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2.2 Medical Leave

- 18 Days per year
 - Must be supported by a valid **Medical Certificate (MC)**
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2.3 Maternity Leave

- 98 Days
 - Applicable to **Female Staff Only**
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2.4 Paternity Leave

- 5 Days
 - Applicable to **Male Staff Who Completed 1 Full Year of Employment.**
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2.5 Compassionate Leave

- 2 Days
 - Applicable for immediate family members only:
 - Father / Mother
 - Father-in-law / Mother-in-law
 - Grandfather / Grandmother
 - Spouse (Husband / Wife)
 - Children (Son / Daughter)
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2.6 Marriage Leave (1 time Only)

- 3 Days
 - Applicable to **Staff Who Completed 1 Full Year of Employment.**
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3. Staff Allowances & Benefits *(Applicable to Confirmed Staff Only)*

3.1 Attendance Allowance

- RM100 per month
- Maximum lateness allowed: **30 minutes per month**
- If lateness exceeds 30 minutes → Allowance will be forfeited
- If lateness exceeds 50 minutes → Additional penalty of RM50

Applicable to Office Staff & Technician Staff

3.2 Phone Allowance

- RM50 per month

Applicable to Office Staff & Technician Staff

3.3 Dental Allowance

- RM150 per year

Applicable to Office Staff & Technician Staff

3.4 Optical Allowance

- RM150 per year

Applicable to Office Staff & Technician Staff

3.5 Safety Shoes Allowance

- RM100 per year

Applicable to Technician Staff only



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3.6 Mileage Allowance

- RM0.75 per kilometre
 - Claimable only when required and approved by Management
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3.7 Statutory Contributions

The Company contributes as follows:

- **EPF (Employer Contribution: 13%)**
- **SOCSSO (Follow According Socso Table Rate)**
- **EIS (Follow According Socso Table Rate)**

All contributions are in accordance with Malaysian statutory requirements.

4. Technician Full Allowance Structure

For detailed technician allowance breakdown, please refer to:

<https://docs.gorlyequipment.com/Tech-Allowance.pdf>