



MEMO: Leave Application, Penalty & Reward System

LEAVE APPLICATION PROCEDURE

1. All leave applications must be apply **at least 3 days in advance**.
2. If leave is required **within less than 3 days**, staff must **personally WhatsApp Eddie** and clearly state the reason.
 - If approved → Leave will be considered as **Emergency Leave**.
If not approved → Leave **will not be allowed**.
3. Any Medical Leave taken must submit a valid **MC within 24 hours to Yenn**.
 - Failure to submit MC within the timeframe will result in the leave being treated as **Emergency Leave**.

Notes:

- a. Emergency Leave will still be **deducted from Annual Leave entitlement**.
- b. For each department, the **maximum number of staff allowed to take leave on the same day is limited to 50% of the team**. *(This doesn't apply on Raya holiday.)*
 - Approval is on a **first-come, first-served basis**.

A. PENALTY

1. Unpaid Leave

- **1 – 3 days:** RM 500.00 deduction from bonus + unpaid leave deduction based on salary rate
- **3 – 5 days:** RM 1,000.00 deduction from bonus + unpaid leave deduction based on salary rate

2. Emergency Leave

- **5 - 7 days:** RM 500.00 deduction from annual bonus
- **More than 7 days:** RM 1,000.00 deduction from annual bonus

3. Medical Leave (MC)

- Medical Leave exceeding **14 days**
→ The **15th day onwards** will be treated as **Unpaid Leave**

B. REWARD (Entitled for Staff who worked for 1 year).

- **Zero (0) Unpaid Leave:** RM 800.00 additional on annual bonus
- **Medical Leave (MC) less than 7 days:** RM 500.00 additional annual bonus
- **Special Bonus:** Technicians who do not take any additional leave during the Raya period (3 days before and 3 days after Raya) will be eligible for an additional bonus of RM500.00. The bonus will be paid with the salary of the following month.

Prepared by




Eddie Ng