

Leave Policy - Kuala Lumpur

Sick Leave and Hospitalisation Leave

POLICY REVIEW DATE: 18 MAY 2026

Entitlement

All employees are entitled to a minimum period of paid sick leave, and where required, paid hospitalisation leave, each **calendar** year. The statutory minimum paid sick leave period varies according to length of service as follows: The hospitalisation leave periods apply irrespective of years of service.

Years of Service	Days of Sick Leave	Days of Hospitalisation Leave
Up to 2	14	60
2 – 4+	18	60
5 or more	22	60

Applications for Sick Leave must be accompanied by a medical certificate (see below 'Medical Evidence' section). Hospitalisation leave must be accompanied by appropriate, verifiable medical evidence from a qualified medical practitioner and authorised representative of the hospital, indicating hospitalisation is required, for what reason and for what period.

Sick and Hospitalisation Leave does not accumulate year to year.

Sick leave and Hospitalisation Leave is not cumulative, and will not accumulate year to year.

Taking Paid Sick Leave

An employee may take paid sick leave if the leave is taken because the employee is not fit for work because of a personal illness or injury.

Exclusions

Employees are not eligible to use sick leave in the following situations:

1. Medical check-ups and attendance at doctors' surgeries/hospital for non-incapacitating illnesses
2. Routine checks/preventative care (either medical or dental), except where such treatment has an incapacitating effect with a supporting medical/dental certificate.

It is expected, however, that managers will make mutually agreed arrangements with employees to allow them to attend such health care arrangements, whereby the employee will make up the absent time during the normal working week.

Employees are responsible to obtain an attendance note or time-off slip document issued by a registered medical practitioner, outlining the purpose of the employee attending for the health care arrangements mentioned above.

Notifying Absence Due to Sickness

Employees who are unable to report to work due to personal or family illness, must contact their team leader or manager as soon as possible at the start of the working day and continue to update them on a daily basis if absent for more than one day; if you are not able to speak to your team leader or manager directly please leave them a voicemail message. Leaving a message with a work colleague is not accepted as notification of absence.

If an employee becomes sick at work during the day, they must notify their team leader or manager as soon as possible before absenting themselves on sick leave. Every effort must be made to ensure that the company is aware of the absence. If the employee cannot reach their manager, as a 'last resort' they should advise the People and Culture Partner and Office Manager in KL, or another senior manager. The People and Culture Partner, or other senior manager, should advise the employee's manager in that scenario.

Immediately following a return to work from sick leave an employee must submit the sick leave application (with applicable medical certificate) in the payroll system, to their manager for approval.

Medical Evidence

Employees are responsible to obtain and submit a medical certificate issued and signed by a registered medical practitioner when applying for paid sick leave in the payroll system.

Medical certificates should state the nature of the illness (without breaching confidentiality) and the recommended period to be spent away from work.

All applications for sick leave must be accompanied by a medical certificate.

An employee who has not complied with the medical certificate requirements is not entitled to take sick leave. For the purposes of this policy this leave will be described as uncertified leave.

For payroll purposes, such uncertified leave will, if agreed by the manager, be treated as emergency leave (deducted from the annual leave balance) or annual leave. If not agreed, an application for leave without pay must be made.

Consistent failure to reasonably produce evidence to support absence due to personal sickness may result in disciplinary action.

Sickness on a Public Holiday

Where a public holiday occurs during a period of sick leave, the day will be paid as a public holiday not as a day of sick leave, where the employee has notified the Company that the sick leave will extend past the public holiday and the medical certificate covers the period including the date of the public holiday.

Sickness Whilst on Annual Leave

Where an employee is sick whilst on annual leave, sick leave will be authorised in-lieu of annual leave upon provision of a medical certificate specifying the actual sick leave days, regardless of the period of absence. The annual leave days will be re-credited accordingly. The employee must present the medical certificate within two (2) days of the employee returning to work from annual leave.

Sick Leave Expended

Ultradata may approve, on a case by case basis, an application by an employee for sick leave (supported by a medical certificate) 'in advance' of entitlement (i.e. in a scenario where the employee has expended their sick leave entitlement). Such an application would need to be approved by the applicable Chief Officer, or by the Managing Director

However, management also reserves the right to restrict the amount of sick leave 'in advance' of entitlement.

In cases where management exercises its prerogative not to grant an exemption, the leave (assuming verified with a medical certificate) will automatically be deducted as unpaid leave unless an employee completes and their manager authorises an application for emergency leave or annual leave form.

Ultradata does not specifically endorse the use of annual leave to offset a negative sick leave balance, but respects individual circumstances and choice on a case by case basis, as long as a decision is made in consultation with the employee's manager.

If an employee resigns or their employment is terminated before the sick leave 'in advance' has accrued, Ultradata will reconcile the overpayment and recover the advance from the employee's final payment.

The following information about Emergency Leave and Leave Without Pay is also provided given the close connection between these forms of leave and the above policy on Sick Leave and Hospitalisation Leave.

Emergency Leave

An employee may request to use annual leave or leave without pay to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support due to a personal illness or injury; or an unexpected emergency.

The term 'immediate family' includes:

- The employee's partner (meaning the employee's husband, wife, de facto partner); and
- The employee's children, parents, grandparents, brothers, sisters, grandchildren, brothers-in-law, sisters-in-law and parents-in-law.

The notification of an absence due to an emergency and the certification requirements are the same as for sick leave.

However, the leave category will be emergency leave (deducted from annual leave) rather than sick leave.

Leave Without Pay

Leave without pay may be granted by Ultradata on a case-by-case basis. Approval will be required by the applicable Chief Officer or Managing Director. An employee needs to provide a request and rationale in writing for this to be considered.

Annual leave will not accrue for any period an employee is on leave without pay.

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