

Leave Policy - Kuala Lumpur

	Last Reviewed
<u>Annual Leave</u>	JANUARY 2018
<u>Sick Leave and Hospitalisation Leave</u>	APRIL 2025
<u>Emergency Leave</u>	JANUARY 2018
<u>Leave Without Pay</u>	JANUARY 2018
<u>Special Leave</u>	JANUARY 2018
<u>Parental Leave</u>	MARCH 2024
<u>Study Leave</u>	JANUARY 2018
<u>Time In Lieu Leave</u>	JANUARY 2018

Annual Leave

POLICY REVIEW DATE: JANUARY 2018

Entitlement

Permanent full time employees will receive the following annual leave entitlement per year, based on length of service with the Company:

Length of Service	# Days Annual Leave Per Year	Pro-rata # Leave Day(s) Per Month
< 2 years	15	1.25
2 < 5 years	17	1.42
> 5 years	20	1.67

Permanent Part-Time employees are entitled to annual leave on a basis proportionate to the full time equivalent.

Accrual of Annual Leave

An employee's entitlement to paid annual leave accrues progressively during a year of service according to the employee's ordinary hours of work. Although there is no legislative requirement to do so, Ultradata allows annual leave to accumulate from year to year. However no employee will accumulate and carry forward more than 20 days per annum of unused leave without the specific permission of management.

Requesting Annual Leave

Employees may request and take annual leave at any time with the approval of their manager. To request annual leave an employee must submit an application for Leave Form to their manager for approval.

Approval for a request for annual leave will be subject to agreement as to when it is convenient for that leave to be taken. The Company will take operational requirements into account when deciding to approve requests for annual leave. This is to ensure that adequate staffing is maintained so that effective client service is provided. This will include requests for annual leave coinciding with public holidays and weekends.

Approval of requests for annual leave should not be assumed to be automatic until you have received confirmation of approval.

The following table sets out the minimum period of notice required when applying for leave.

# Days of Annual Leave	Notice Period Required
< 5 days	By agreement
5 < 10 days	2 weeks
> 10 days	1 month

Public Holidays on Annual Leave

Where a public holiday falls during the period approved for annual leave, the day(s) affected are regarded as public holiday(s) and are not debited against the annual leave entitlement of the employee.

Religious Holidays

Ultradata recognizes that there may be religious holidays (other than those already designated as public holidays) that employees would like to observe. With sufficient notice and planning it may be possible to arrange these holidays to be scheduled off as annual leave.

Sick Leave on Annual Leave

Where an employee is sick whilst on annual leave, sick leave will be authorized in-lieu of the annual leave upon provision of a medical certificate specifying the actual dates that employee was sick, regardless of the period of sick leave being requested. The annual leave days will be re-credited, provided the employee has sufficient paid sick leave accrued.

If the employee is hospitalized while on vacation, the time from the date of the employee's hospitalization until the employee's doctor releases the employee may, at the employee's option, be accrued against the employee's short term disability benefits, rather than the employee's vacation time. If this happens, the employee must notify their manager and provide the required certification upon returning to work.

Annual Leave in Advance

Ultradata may approve an application by an employee for annual leave which is 'in advance' of entitlement (i.e. they have expended their current cumulative accrual or they have requested a period of annual leave in excess of their cumulative total). Management reserves the right to restrict the amount of annual leave 'in advance' of entitlement that is provided which, as standard policy, should not exceed five (5) days per annum unless specifically authorized by the Chief Executive Officer, Chief Risk Officer or Chief Operating Officer.

An employee is not able, however, to request a further period of annual leave until such stage that the leave 'in advance' has been fully covered by subsequent leave accrual. If an employee resigns or their employment is terminated before the annual leave 'in advance' is accrued, then Ultradata will reconcile the overpayment and recover the advance from the employee's final payment.

Termination and Annual Leave

When employment ends for any reason, annual leave accrued but not taken by the employee will be included in the employee's final pay. At the same time, annual leave taken in advance will be deducted from the final pay.

Emergency Leave

POLICY REVIEW DATE: JANUARY 2018

An employee may request to use annual or unpaid leave 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 because of a personal illness, or personal injury, affecting the member; or an unexpected emergency affecting the member. 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.

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Leave Without Pay

POLICY REVIEW DATE: JANUARY 2018

Leave without pay may be granted by Ultradata on a case-by-case basis. Approval will be required by the Chief Executive Officer, Chief Operating Officer/ or Chief Risk Officer after consultation with your Manager and Senior Manager. An employee needs to provide rationale in writing for this to be considered. Annual leave will not accrue for any period an employee is on leave without pay.

Special Leave

POLICY REVIEW DATE: JANUARY 2018

Leave for special circumstances such as bereavement of an immediate member of family or household is discretionary and will be granted on a case by case basis. Requests must be made in writing through your manager. Special leave must be approved by the Senior Manager and authorised by the Chief Executive Officer, Chief Operating Officer or Chief Risk Officer.

Parental Leave

POLICY REVIEW DATE: MARCH 2024

Paid Maternity Leave

Female employees are entitled to ninety-eight (98) consecutive days of paid maternity leave for each confinement, which cannot commence earlier than thirty (30) days before, or any later than the day after, confinement. Where a medical practitioner certifies as such, Ultradata may require such maternity leave to be commenced up to fourteen (14) days prior to the probable date of confinement.

Eligibility

Paid maternity leave is payable for each confinement except where the employee already has five (5) or more surviving natural children.

The allowance is payable if the employee was at any time during the four (4) months preceding confinement employed for a period amounting to at least ninety (90) days out of nine (9) months. The maternity leave allowance is based on the monthly wage of the employee and paid in three (3) consecutive monthly payments.

Sick Leave During Maternity Leave

A female employee is not entitled to paid sick leave benefits during maternity leave.

Notification

Employees wishing to take maternity leave must advise their Manager in writing of their intention at least ten (10) weeks prior to the expected commencement date. In addition, at least four (4) weeks' notice in writing of the actual commencement date of the leave must also be provided. Employees may lose the right to maternity allowance if they do not comply with the notification requirements.

A female employee who is not entitled to maternity leave allowance can return to work any time after the period of confinement, provided a medical certificate is obtained to confirm the employee is fit for work.

A female employee who is eligible to maternity leave allowance can, if they wish, return to work any time after the period of confinement, provided a medical certificate is obtained to confirm the employee is fit for work.

Paid Paternity Leave

Married male employees are entitled to seven (7) consecutive days of paid paternity leave for each confinement.

Eligibility

Paid Paternity Leave is payable for each confinement but restricted to five (5) confinements irrespective of the number of spouses.

A Paid Paternity Leave allowance is payable as long as the employee has been employed at least twelve (12) months immediately prior to the commencement of such paternity leave.

Notification

Married male employees must notify their Manager, in writing, of the pregnancy of their spouse at least thirty (30) days prior to the expected confinement date. Within two (2) weeks after the birth of the baby, they should notify their manager, in writing, of the specific dates they wish to take the Paid Paternity Leave. The Paid Paternity Leave must be commenced by the married male employee within the first ninety (90) days after the birth.

Study Leave

POLICY REVIEW DATE: JANUARY 2018

Ultradata seeks to assist its employees in their professional development. Employees should notify their manager that they are currently enrolling or studying a course. Exam and study leave maybe approved on a case-by-case basis, if the study is considered beneficial to an employee's employment.

Employees need to confer and seek approval from your manager in regards to this leave. The maximum leave allowable for an approved course is 2 days per calendar year.

Time in Lieu Leave

POLICY REVIEW DATE: JANUARY 2018

Time in lieu only applies in extraordinary circumstances. It can only be granted when approval is sought and granted by management prior to additional work commencing. Individual circumstances will determine the allocation of time in lieu but generally; it is not on the basis of 1:1.

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