

LUFTER Sdn Bhd



Design, Construct, Commission & Validate Clean & Containment Room (DCCV)
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(Company No: 781640-T)

L-HR-L-08-47

MEMO

TO : All Employees
FROM : Human Resource Department
DATE : 17-Sep-2021
SUBJECT : **MEDICAL LEAVE DETAILED PROCEDURE**

As communicated to all employees previously, Human Resource details the Medical Leave procedure to all employees.

1. If you are sick and need to go to the clinic/ hospital to seek treatment, you need to **call your superior** and apply for **Time-off** to go to the clinic/ hospital.
2. If the doctor issued you a Medical Certificate after the visit to the clinic/ hospital, please notify your Superior, Human Resource, and in the company group chat immediately that you're on **Medical Leave**, and apply the leave in the Paybun System.
3. You can only declare you're on Medical Leave **AFTER** obtaining a Medical Certificate from doctor. Otherwise, your leave will be considered **Absent Without Pay**, and may subject to disciplinary action.
4. If you did not get a Medical Certificate from the doctor, you should go to work as usual, and apply **Time-Off** in the Paybun System.
5. The original medical certificate should be submitted to Human Resource as soon as possible. If Human Resources did not obtain your Medical Certificate, your medical claim will not be entertained, and the leave will be considered Absent Without Pay in the coming payroll.

It is the employee's responsibilities to understand and adhere to all Company Policy and Procedures. We appreciate your kind understanding and cooperation.

Best Regards,

Nor Dalilawani binti Ahmad
Human Resource & Admin Executive