

Ref: L-HR-L-08-101

MEMORANDUM

TO : All Employees

FROM : Human Resource Department

DATE : 13-Oct-2025

SUBJECT : **TIME-OFF POLICY AND GUIDELINES**

Dear All,

With reference to the above matter, it has come to our attention that there has been an increase in Time-Off applications for non-emergency reasons such as heavy rain, vehicle issues, and other personal inconveniences. We would like to remind everyone that **Time-Off is a privilege intended strictly for unforeseen and genuine emergency situations**. It should **not be taken for granted or misused** for reasons that can be managed outside of working hours.

To ensure this policy is fairness to all Employee and to ensure operational at project site is uninterrupted, with immediately effect, please be reminded of the following:

- All Time-Off requests must be submitted properly through the **Paybun system**, with valid justification and **supporting documents**, and must be informed to your **Manager and HR Department** in advance.
- Insufficient request without valid justification may be **rejected** by the Manager.
- Repeated submissions of unjustified Time-Off will be **deduct from the Employee annual leave**, and may result in **disciplinary action**.
- Time-Off hours are **not counted towards overtime and OT** may be deducted to recover the time-off.

We appreciate your understanding and cooperation in upholding a responsible and professional working culture. Should you have any questions or require clarification on this policy, please contact the HR Department.

Thank you.



Noor Eliana Binti Suhaimi
Senior Executive – HR & Admin