

L-HR-L-08-112

MEMO

TO : All Employees

FROM : Human Resources

DATE : 03-Sep-2026

SUBJECT : **TIME OFF APPLICATION**

Dear All,

With reference to the above matter, Time Off policy is to provide Employees with flexible paid time off from work that can be used for only urgent needs, or other events that occurred due to unforeseen circumstances. Please refer to the below requirement:

- Employees have to inform Superior / Manager for approval – attach with the supporting documents
- Issue or problem can be sorted out within two (2) hours. If such event requires more time to sort out, the Employee has to apply Emergency Leave (EL).
- Employees are only allowed time off for a maximum of twice (2 times) in a month.

Time off **CAN** be applied as below situations – supporting documents is required

- Breakdown of transport (car, motorcycle, etc.)
- To go clinic
- Illnesses of spouse, parents and children which require IMMEDIATE care and attention of the respective Employee

Time off shall **NOT** be granted on personal needs which are foreseeable and planned, such as:

- Appointments (car service, dental appointments, doctor's appointments, body checkup, blood taking, etc.)
- Personal issue with government body or bank (JPN, JPJ, bank card problem, etc.)
- Attending funerals (relative or non-relative)
- Arrive to work late, not due to any unforeseeable reasons
- Send children to school, not due to any unforeseeable reasons

Should you require further clarification, please contact the HR Department.

Thank you.


Noor Eliana Binti Suhaimi
Senior Executive – HR & Admin