

MEMORANDUM

11 September 2018

Circulation To:

All outlets

Dear Colleagues,

Sick Leave Clarification

With immediate effect, please note the following amendments (highlighted in red) on our sick leave policy that has been inserted into our Handbook.

1. Sick Leave (SL)

Clause 60F (1aa)

Full time employees, upon confirmation, are entitled to paid Sick Leave (including MC given by dental surgeon) as stipulated below.

First 2 years of service	3 rd to 5 th year of service	> 5 years of service
14 days	18 days	22 days

To incentivize healthy staff, the Company will implement a **No MC Incentive**. The Company will reward RM75 to the employee who has no MC from September to December 2018. The incentive will be paid on January 2019 payroll (6 February 2019).

Starting from 2019, the Company will reward RM300 to the employee who has less than 2 MC during the calendar year.

2. Hospitalization Leave

Clause 60F (1bb)

Full time employees, upon confirmation, hospitalized on a doctor's written order, are entitled up to 60 days paid Hospitalization Leave, inclusive of SL if any.

3. Sick Leave - Notification

Clause 60F (2)

You will **NOT** be entitled to Sick Leave and deemed to be Absent Without Official Leave (AWOL) if

- o You are **NOT** certified by a registered medical practitioner or dental surgeon; or

- You did NOT inform the Company or your immediate superior within 48 hours from the commencement of your Sick Leave.

For the purposes of informing the Company or your immediate superior, one of the following modes must be used

- email to hr@fresco.com.my
- whatsapp to the official whatsapp outlet group

4. Sick Leave - Procedures

Upon reporting back to work, you are required to produce, without demand, Medical Certificate (MC) in all cases where you are absent from work for medical reasons.

You must submit your Sick Leave application through the Company's e-leave portal, and attach your MC to your application. **You must submit the application not later than 7 days from the date of MC.** Please ensure your Sick Leave application is approved and successfully recorded into the e-leave system.

Failure to do so shall result in the Company deducting your absence from work as Absent Without Official Letter (AWOL) from your salary.

5. Medical Bills

Employees can seek medical consultation with the Company's appointed panel of medical practitioners ("panel doctors").

The medical bills from the panel doctors will be reimbursed by the Company, **capped at RM10 per consultation, and not more than an aggregate of RM100 per calendar year.** If you have not served 12 continuous months of service, then the yearly medical bills cap will be pro-rated accordingly to the completed months of service.

You shall **not** receive any reimbursement if you consult with certified medical practitioners or dental surgeons other than the Company appointed panel doctors. The Company will however recognize the Medical Certificates (MCs) for purposes of Sick Leave application.

6. Company Panel of Doctors

The list of company panel doctors can be found on our intraweb (<http://intraweb.fresco.com.my>).

7. Medical Bills Reimbursement

You must submit your Sick Leave application through the Company's e-leave portal, and attach your MC and medical bill to your application. You must submit the

application not later than 7 days from the date of MC. Late submissions will not be entertained.

Please ensure your Sick Leave application is approved and successfully recorded into the e-leave system.

Thanks
Meiyi Tan
HR Manager