

Changes to these policies will be made according to MOM reviews and guidelines as well as when the Management deems fit for the interest of Company's operational needs

Leave benefits will begin after Employee has completed 3 Months of Service.

Any absence during first 3 Months of will be taken as UNPAID LEAVE.

All Leave that are not applied within 7 days will be deducted as Unpaid Leave (services.elc.com.sg).

1	Type of Leave	Entitled	Remarks
1.1	Annual Leave	14 Days	<ul style="list-style-type: none"> Pro-rated for new hires/resignees according to formula 14 days/12 mths x no. of mths worked in full but down to nearest half. For dates that are declared to be half-day, full-day leave to be taken Max of 7 days leave can be brought forward to following year; must be consumed by end-June. If taking more than 14 working days consecutively, deduction will be inclusive of Weekends and PH.
1.2	Medical Leave (Outpatient)	14 Days	<ul style="list-style-type: none"> Requires a M.C. (MC from Dental Surgeries NA) Pro-rated for new hires according to formula 14 days/12 mths x no. of mths worked in full but round down to nearest half.
1.3	Medical Leave (Hospitalisation)	Capped at 60 Days for ALL Medical Leave	<ul style="list-style-type: none"> Requires a M.C.(inclusive of non-working days) Pro-rated for new hires according to formula 60 days/12 mths x no. of mths worked in full but round down to nearest half.
1.4	Marriage Leave	3 Days	Requires a copy of the Marriage Certificate
1.5	Paternity Leave	2 Days	Requires a copy of the Birth Certificate
1.6	Maternity Leave	60 Days	Requires a copy of the Birth Certificate To be taken consecutively
1.7	Compassionate Leave (Cat 1: Parent / Spouse / Child)	3 Days or until day of burial/ cremation; whichever is earlier	Requires a copy of the Death Certificate To be taken consecutively inclusive of PH or weekend
1.8	Compassionate Leave (Cat 2: Parent-in-law / Sibling / Grandparent / Grandchildren)	1 Day	Requires a copy of the Death Certificate
Additional			
1.10	No Pay Leave	Max 14 days	Dependent on Management's advice
1.11	Goodwill Leave	No set limit	Dependent on Management's advice
1.12	Off-in-lieu	No set limit	Dependent on Management's advice

NOTE:

Any important events whereby your presence is crucial, Management has the right not to approval staff leave or cancel approved leave.

Extension to 1.3/1.4

1.3.1	Staff who have taken Sick leave (consist of both Medical Leave and Hospitalization Leave) for more than 14 days for that calendar year will be forfeited their accumulated Day-offs at the discretion of the Management	1.3.3.1	Allow the employee to go on extended no-pay leave for an agreed period i.e. 3-6 months;
1.3.2	An outpatient medical appointment that is not issued with MC/HL is considered to be on personal time. However, if a medical chit is submitted with a duly completed leave form, staff can opt to used the Sick Leave Quota with their RO's approval and it will be deducted on a per day basis.	1.3.3.2	Make other working arrangements that are acceptable to both parties e.g. reassigning employee's duties;
1.3.3	If an employee is sick and has used up all leave entitlements, the standard is to do the following:	1.3.3.3	Obtain a medical assessment of the employee's suitability for continued employment (Unfit certification will allow the employer to terminate the services as the contract will be deemed frustrated with ex-gratia payments on a goodwill basis)
		1.3.3.4	Alternative arrangements other than the above will be at the discretion of the management as it is above and beyond regulations and is purely on goodwill.

Eligibility must be fulfilled for **Fringe Benefits**.

2	Fringe Benefits	Eligibility	Remarks
2.1	Marriage's Congratulatory Gift	Confirmed Staff 1st Marriage during eLC tenure	RM300 Hongbao upon submission of a copy of the marriage certificate
2.2	Newborn's Congratulatory Gift	Confirmed Staff	RM100 Gift Voucher/Hamper/Hongbao upon submission of a copy of newborn's birth certificate
2.3	Medical Claims	All Staff	· Active immediately · Up to RM30 per visit / Up to maximum 2 visits per month · Only approved Western Medical Practitioners e.g. GPs, Polyclinics & Hospitals, etc (NO DENTAL BENEFITS)
2.4	Off-in-lieu granted (Official OT)	All Staff To be recorded with HAF	Given at the discretion of RO/Mgmt To be cleared within the month.
2.5	Sundries (including but not exhaustive: Pantry items, Cleaning items, Toilet items, Light Bulbs, Batteries, etc)	Capped at RM1200 a year on the basis of RM100 a month	Requires submission of Claims for verification purposes
2.6	Health Incentive	Confirmed Staff Commenced from next FULL work year	Forfeited in FULL once more than 7 Days of MC has been taken i.e. 8 days and above (Including Hospitalisation and Maternity Leave)
2.7	OT Dinner	All Staff RO-approved OT past 9 PM	<RM10 per pax Dinner receipts to be retained and submitted for reimbursement by a POC
2.8	Company Retreat *Resignation/Terminations within 3 months from Retreat dates are subjected to penalty of full costs incurred per pax	Confirmed Staff	· Overseas destination · All travel expenses, including most F&B, catered for · Family members/Partners are on self-expenses · Set in Aug/Sep period usually
2.9	D&D cum Countdown	All Staff	· Family members (Spouse & Children) /Partners are invited guests · Set on 31st December annually
2.10	Short Work Courses e.g. TETRA, ALP	Confirmed Staff	Has bond of 3 months
2.11	Overseas Opportunities/Trips	Confirmed Staff	· Has bond of 6 months · 12 months for longer periods of stay · QAF of a C+ grade and above staff will be more advantageous during selection
2.12	Local Paid Courses & Seminars (Longer duration and costlier than Short Work Courses)	Confirmed Staff	Has bond of 6 months
2.13	Promotions	NA	Has bond of 12 months
2.14	Salary Increments	NA	· Has bond of 12 months · Penalty is to pay back the total incremental difference gained from previous drawn salary if you break the bond
2.15	Partial or Full Sponsorship of education advancements, courses relevant to company	Confirmed Staff Staff >3 years	· Has bond of 12 months. · QAF of a C+ grade and above staff will be more advantageous during evaluation

Additional			
2.16	Transport Claims	For approved staff on official errands	RM0.50 per KM subject to BUH's approval
2.17	Allowance for Overseas	minimum 1 night STAY in host country	<ul style="list-style-type: none"> Applicable for duration of STAY in host country 50% of original allowance if Boss is hosting the trip Not applicable on late night arrival by personal choice Special Case e.g. long-term outstation work or more than 5 days of stay will be on case-by-case basis at the discretion of Management
2.18	Long Service Award Subjected to changes at Management's discretion	<ul style="list-style-type: none"> Staff of 5 yrs Staff >10 years 	Memento to be presented during Countdown D&D in Anniversary Year
2.19	Company T-shirt	All Staff	2 T-shirts will be given
2.20	Company Jacket	Confirmed Staff >1 Year	1 Jacket will be given
2.21	eLC Pin	All Staff	<ul style="list-style-type: none"> eLC Pin must be returned after Service ends Responsible for replacing lost pin at SGD\$350
Insurance			
2.22	Staff Insurance	All Staff	Company sponsored (after 3 months of service)

Every add-on of the Rules will be circulated in an email to all staff and be in effect henceforth from date of email

3	Rules	Remarks
3.1	Attendance of Company Events	<ul style="list-style-type: none"> Compulsory No leave applications approved during event dates Absences need to be excused personally by CEO
3.2	Outstation/Overseas Work	Staff to adhere to that country's calendar / Public Holidays
3.3	Monthly PCB Deduction (Income Tax deducted monthly)	Employer will do the submissions for deductions
3.4	Cyber Security for Laptop Owners	Staff is to run virus scans every 1st and 15th of the month and submit their scan reports to Addison at techsupport@elc.com.sg
3.5	Upon resignation/termination	<ul style="list-style-type: none"> Staff shall not divulge all information relating to eLC to a rival company and/or direct competitor. Liable for legal responsibility Non-local/PRs need to ensure individual outstanding tax matters are settled satisfactorily before the final month's pay are released by the Company
3.6	Notice Period *Contract staff is subject to contract terms of one year	<ul style="list-style-type: none"> Unconfirmed Staff is one (1) day notice period Confirmed Staff is one (1) month notice period BU Heads/PD Seniors is three (3) months notice period No leave period can be used to off-set the last day of employment All Fringe Benefits will be withdrawn during notice period except for entitled leave Exit Interview will be done on the last day
3.7	Confirmation Period	<ul style="list-style-type: none"> Usual 6 months evaluation period RO must submit relevant 136 evaluations for CEO to approve prior to confirmation
3.8	Dress Code	<ul style="list-style-type: none"> Smart Casual/Presentable for normal working hours; Appropriate office wear/formal wear when meeting clients in various settings
3.9	Updating of Personal Information in G50 / Application Form	As and when staff has a change of details and/or Project Requirements

NOTE:

eLCS Staff affected by 3.6.3 are BUHs and Seniors