	Sick leave policy	Policy No	HRPP 008/2024
		Effective Date	01 August 2024
All Employees	Confidential – Internal communication only	Revision No	
		Revision Date	

1. Purpose

- 1.1. KAIMOO recognizes that staff members may suffer from genuine short-term illness from time to time. It may even happen that a staff member contracts a more serious condition which is chronic, recurring or needs a longer recovery period.
- 1.2. It is highly important that all employees of KAIMOO understand the nature of work and responsibilities of working in a 24/7 operated hospitality industry where customer care is very crucial in the productivity of the company; therefore, it is very difficult to absorb high levels of unplanned absences.
- 1.3. It is a minimum standard required of all employees that they attend work on all normal work days and do their best to minimize unplanned absences of any sort.
- 1.4. This Policy is also designed to let employees know very clearly where the limits are and what consequences will flow from an individual failing to meet minimum attendance standards. For this reason, a separate attendance policy is designed. (See Attendance Policy).

2. Scope

- 2.1. This policy Applies to all full time regular Employees of Kaimoo.
- 2.2. It is the policy of KAIMOO to provide Sick Leave (hereafter referred as SL) for absence from work up to 30 days in a 12-month period paid job protected leave to eligible employees.


3. Eligibility

- 3.1. The entitlement to use leave in accordance with this policy is subject to:
- 3.2. Employees who are genuinely ill to the extent that their attendance at work would worsen their condition and/or possibly lead to the spread of their illness to colleagues and customers.
- 3.3. Ill or incapacitated enough that they would not normally be out of their house or accommodation, except to attend a medical appointment.
- 3.4. There should be a positive balance of sick leave due.
- 3.5. Sick Leave cannot be combined with other leaves.

4. Number of sick leaves

- 4.1. All full time employees are eligible for up to 30 days of sick leave. (Including weekends and public Holidays) in every contracted year.
- 4.2. Out of 30 days, ONLY 15 days can be taken without a medical certificate, provided that the leave does not exceed for more than 2 (two) consecutive days.
- 4.3. Out of 30 days, 15 days are solely for the purpose of medical, meaning a medical certificate should be submitted and it CAN be taken collectively.
- 4.4. Salary pay for SL should be given when the documentations are completed.



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5. Proof of illness

- 5.1. All employees are required to submit a medical certificate if they are absent for more than 2 consecutive days (in accordance to clause 4.2 of this policy).
- 5.2. Absence from work without prior approval will be deemed as unauthorized absence and would be subject to disciplinary action.
- 5.3. If an employee is sick at the beginning of a weekend/holiday and at the end of a weekend/holiday, the employee must submit a medical certificate for eligibility. Medical certificate must include the number of days including the weekend. Failure to provide a medical certificate will count the day as absence from work.


6. PATTERN OF ABSENCE

- 6.1. When an employee' take sick leave on a pattern, eg: before or after off day/holiday/weekend without a medical certificate, such absence will be subject to disciplinary action.
- 6.2. Trigger point for progressive disciplinary action for pattern of absence: 2 or more times within 1 month period and repetition of any after corrective action reQuest.

7. Procedure

- 7.1. Every Employee is entitled to 30 days sick leave per year. All sick leaves taken will be deducted from this entitlement to calculate the remaining balance due at any point in time. SL balance cannot be carry forwarded with every contracted year.
- 7.2. The employee should notify their HOD or assigned supervisor at the earliest opportunity on EACH day of absence due to illness.
- 7.3. The “earliest opportunity” shall mean **no later than one hour from the normal work commencement time** for that employee.
- 7.4. For Shift employees, they should notify their HOD or assigned supervisor **no later than 1 hours prior to the normal work commencement time** for that employee.
- 7.5. If an employee do not adhere to the clause 7.3 and 7.4 will be subject to disciplinary action and the day will be marked as “absent”
- 7.6. It is the responsibility of each department that they have standard protocol on absence notification. There should be an allocated phone number (s) and person to be called.
- 7.7. Protocols on absence notification should be submitted to Human Resources by all properties/departments. Protocol should include the following;
 - 7.7.1.Name (s) of the person in – charge for monitoring the absence
 - 7.7.2.Phone number given to employees to call in for absence
 - 7.7.3.Standard protocol to be followed by all employees of that department.
- 7.8. HOD or assigned supervisor should record the absence of the individual employee electronically or manually. The Record should consist of following details;
 - Department
 - Name of the employee



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- Employee number
- Time of call
- Reason for absence
- Estimated day of return
- Signature of the HOD/Supervisor (if manual records are kept)

- 7.9. The attendance Record should be submitted to the HR department before the cut-off date (22nd of each month) for salary calculations.
- 7.10. Requirement to notify is a minimum standard required of any employee and failure to notify will lead to a formal disciplinary action.
- 7.11. For all absences, the employee is required to submit the sick leave form to the HR Department on the day of return to work.
- 7.12. If the employee did not submit the proof of documents within 2 working days, the leaves will be considered absence from work and will be no pay.
- 7.13. By not adhering to the policy clauses, employees will be subjected to deduction of salary for the day(s) absent followed by disciplinary action.

8. Abuse of sick leave

- 8.1. The following situations may constitute as abuse of sick leave and are subject to KAIMOO's disciplinary policy
- 8.2. Falsification of records and providing incorrect information.
- 8.3. Availing of sick leave without informing under Clause 6.3 and 6.4.

9. Record keeping

- 9.1. The following documentation will be used for the execution of the policy
- Leave application form
 - Attendance sheets
 - Corrective/Disciplinary Action Form
 - Sick Leave balance report

10. General

- 10.1. Service charge will be paid for all approved Sick Leave days.
- 10.2. An Employee who does not report a sick leave for more than three days without approval, will be treated as having vacated post and employment terminated.
- 10.3. Payment in lieu of unutilized Sick leave is not paid out upon an employee's termination, resignation, retirement, or other separation from employment.
- 10.4. It is encouraged to seek medical attention at the earliest where necessary to ensure fast recovery to ensure safety of all employees.



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11. Responsibilities

11.1. Employees

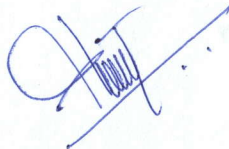
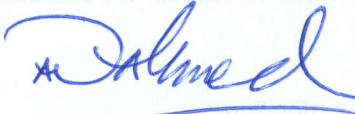
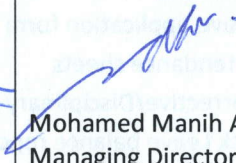
- Become familiar with and comply with policy
- Get advice from HR Department
- Inform the absence as per policy
- Obtain approvals as required in the Policy

11.2. HOD'S/Supervisors.

- Ensure that Employees are familiar with and comply with the Policy
- Arrange easy procedure on informing the absence
- Be responsible for maintaining records
- Initiate corrective/disciplinary action

11.3. HR Department

- The implementation of the overall policy
- Provide training and detailed guidance notes on the implementation of the Policy to all the properties and HOD's Keep employees informed of the procedure
- Keep employees informed of the procedure
- Revise the policy accordingly.

PREPARED BY	APPROVED	APPROVED
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