

Holidays, Malaysia

1. Weekly Holidays: Saturday and Sunday

2. Traditional Holidays: No less than 13 days per year, including National Day, Birthday of the Yang di-Pertuan Agong, Birthday of the Ruler or the Yang di-Pertua Negeri and Workers' Day. In case of the holiday being on a Saturday or Sunday, the following working day will be its substitution.

- Awal Muharram (Maal Hijrah)
- Thaipusam
- Chinese New Year (2 days)
- Prophet Muhammad's Birthday (Maulidur Rasul)
- Labour Day
- Wesak Day
- Birthday of Seri Paduka Baginda Yang di-Pertuan Agong
- National Day (Hari Merdeka)
- Deepavali
- Hari Raya Puasa (Eid-ul-Fitr)
- Christmas Day
- Hari Raya Haji (Eid-ul-Adha)

3. Annual Vacation

Annual vacation is dependent on an employee's years of service with the company.

Years of Service with the Company	Vacation / Year
1 yr to less than 2 yrs of service	10 working days
2 yrs to less than 5 yrs of service	12 working days
more than 5 yrs of service	16 working days

An approval from the superior must be obtained at least one day in advance. The company reserves the right to call employee back to work in emergency case.

Vacation Accumulation

Actual vacation accumulate (not over 5 working days) will be extended within next 1 year.

Leave, Malaysia

1. Sick Leave:
 - The employee is permitted to take sick leave with pay of no more than 30 days per year and can use this right since start working with the company. Taking sick leave 3 days or more consecutive days, the medical certificate and a sick leave form must be submitted to his/her superior as soon as he/she returns to the office.
 - The employee is permitted to take sick leave with pay of no more than 60 days per year, if the employee gets illness and accident arising from work
2. Business Leave:
 - The employee is permitted to take business leave of no more than 10 days per year and can use this right since start working with the company.
 - An approval from the employee's superior must be obtained at least 1 day in advance.
 - Any business leave without the approval from the employee's superior will be regarded as desertion or absence from work.
3. Maternity Leave:
 - Female employees are allowed to take 90 days maternity leave (holidays are counted) excluding normal sick leave, but will receive normal salary and/or wages for only 60 days.
 - Female employees shall not be entitled to any maternity allowance if at the time of her confinement she has five or more surviving children.
4. Religious Leave:
 - Male employees who complete 3 years of service with the company can take paid religious leave not exceeding 30 days (including holidays)
 - Religious leave is permitted only 1 time per person.
 - Approval from an employee's superior must be obtained at least 30 days in advance.
 - After the end of religious leave, an employee has to submit the certificate issued by the temple or sacred place to his superior, within 7 days after returning to the office
5. Military Service Leave:
 - Any male employee who is conscripted for military service will be regarded as terminating his employment from the date of conscription. After completing the conscription, he may reapply for work which will depend on the suitability of the position and the availability.
6. Sterilization Leave:
 - The employee is allowed to take sterilization leave for a period of time as per doctor's recommendation in medical certificate.

Welfare and Fringe Benefits, Malaysia

Medical Welfare

1. Medical Care can be given at each CR by local health insurance which provided by the company.
2. Employees who have the right to reimburse for medical expenses are regular and probationary employees.
3. The company will not be responsible for the medical expenses incurred as a result of the following diseases and causes:
 - A chronic disease which the employee possessed before taking up service with the company.
 - Drug and alcohol addiction.
 - Pregnancy expenses.
 - Vision checks for eye glasses or contact lenses, hearing aids for deformed ears, plastic surgery for aesthetic purposes (Except in case of accident).
 - Injury caused by actions contrary to the law.
 - Injury caused by war, riots and/or illegal gatherings.
 - Accidents caused by speed racing or any activity not related to the company.
 - Intentionally self-inflicted injury.
 - Physical checks without prior permission from the company.
 - All kinds of dental and gum treatment.
 - Venereal disease.
 - Special nurse expenditures.
 - Prosthesis organs or equipment used for treatment outside or at a designated medical center.
 - Ambulance expenses except for emergency cases.
 - Other categories as considered by the company.

Physical Checkup

- The company will provide a yearly physical check up for employee.
- The company will choose the appropriately check up plan for employees depend on the job environment.

Life and Accident Group Insurance

The company will provide insurance coverage from the first day of an employee's service depending on an employee's status as follows:

Welfare and Fringe Benefits, Malaysia

Employee Type / Level	Insurance Coverage	
	Life (Baht)	Accident (Baht)
ES (PG 13-15)	2,000,000	2,000,000
MS/PS (PG 12)	500,000	500,000
MS/PS (PG 8-11)	200,000	400,000
OS (PG 2-7) including SG	100,000	300,000

Life and accident insurance cover death, losing an organ, or permanent disability. In case of an accident, the employee will receive both types of insurance (life insurance coverage plus accident insurance coverage) in which company will pay the premiums.

Beneficiary:

- 1) To be named by an employee. (The beneficiary can be changed by submitting the required form to the HR department)
- 2) In the case of the employee not naming a beneficiary, the company will comply with the Civil and Commercial Code.

Recommendations:

The beneficiary should be an employee's close relative such as a parent, spouse, child, brother or sister. Further details can be acquired from the HR department.

Employees Provident Fund (EPF)

A contribution is the amount of money paid to the EPF which is calculated based on the monthly wages of an employee, and then credited into the employee's EPF account. The EPF contributions for each employee are made up of the employee's and employer's portions.

Contribution Rates

The rate of contribution is a percentage of the employee's monthly wages that must be paid as EPF contribution. Each employee is required to contribute 11 percent of his/his monthly income, and this is added by the employer's contribution of 12 percent. The rates of employee's and employer's share of contribution are subject to changes set by the Government.

	% of contributions of employees' wages	
	Employer	Employee
All workers	12%	11%

Welfare and Fringe Benefits, Malaysia

Payments Which Are Mandatory For EPF Contribution

In general, all payments which are meant to be salary or wage are accountable in your monthly contribution amount calculation. These include:

- Salary/Wage;
- Payment to replace service termination notice;
- Payment for unutilised leaves;
- Bonuses;
- Allowances;
- Commision;
- Accrued salary/wage;
- Salary/wage for maternity leaves;
- Salary/wage for study leaves;
- Salary/wage for half-pay leaves;
- Directors salary/wage; and
- Other payments stipulated under contracts of services/employment or vice versa.

Incapacitation Benefit

An amount of RM5,000 is payable to you if you are eligible to withdraw all your savings on being incapacitated. The payment will be made to you after you have received the payment for withdrawal of your savings.

Death Benefit

This benefit amounting up to RM2,500 is payable to your dependent in the event of your death. This benefit will be paid to your dependent, subject to consideration by EPF.

Workmen's Compensation Insurance (For foreign employees)

The compensation payment will be provided to an injured employee arising out of and in the course of employment or contracting occupational disease.

Where the employee dies in the event of fatal accident or contracting an occupational disease or in the course and arising of performing his duty or work, the Workmen's Compensation provides for the compensation payment to the worker's dependants.

Welfare and Fringe Benefits, Malaysia

Marriage

The company will pay 400 MYR for the employee's first and legal marriage. Employee has to submit within 60 days from the date in marriage License.

Funerals

Death Person	Pay for the funeral (MYR)	Pay for being the host of The cremation (MYR)
an employee	500	500
employee's legal mother or father	500	500
employee's legal spouse or child	500	500

The company will pay for the funeral as above and with an appropriate wreath.

Disaster

The company will pay up to 2,000 MYR to an employee who suffers from the damage due to a disaster under the executive's decision.

Gift Set for Patient.

In case of employee being an IPD in the hospital, the employee will be visited by HR department or the co-workers of employee with a gift set worth not more than 100 MYR/ time.

Social Security Organization (SOCSO)

The Social Security Organization (SOCSO) operates a social insurance scheme provided by the Government of Malaysia to provide aid in financial guarantees and protection to employees and their families in the event of accidents resulting in disablement, death, or affliction with occupational diseases. Private sector employees earning RM3000 and below monthly and their employers are required to make contributions.

The Rate of SOCSO Contribution

- The employer pays 1.75% for the Employment Injury Insurance Scheme and the Invalidity Pension Scheme while the employee's share of 0.5% of wages should be paid for coverage under the Invalidity Pension Scheme.