

INTERNAL MEMO

TO : All Staffs
FROM : Top Management
DATE : 1st June, 2017
RE : STAFF ATTENDANCE POLICY

Working Hours

Working hours shall follows Chuangs Groups operating hours with a lunch break of one (1) hour as below details :

Mondays to Fridays	>-	a.	7.30 a.m – 5.00 p.m
Flexi Working Hour		b.	8.00 a.m – 5.30 p.m
(Optional)		c.	8.30 a.m – 6.00 p.m
		d.	9.00 a.m – 6.30 p.m

Lunch break : - 1.00 p.m – 2.00 p.m

Record Time Keeping

- 1) 10 minutes grace time will be allowed to all the employees for punch-in their attendance throughout the month.
- 2) Late attendance punch-in for a maximum of three (3) times in a calendar month shall be allowed. But there would be a penalty of RM30.00 on every third (3) times.
- 3) Late coming more than 10 minutes onwards will have to be deducted from salary as deductible leave and must attached with Leave Request Form.

Absentecism :-

- 1) Any employee / worker who is absent without prior permission will be recognized as 'ABSENT' and will takes effects in your yearly performance evaluation.

Overtime

1. No employee may work overtime without prior and expressed authorization from their supervisor/superior.
2. All overtime must be pre-approved for all staff / employees by superior. The procedure for overtime approval is as follows:
 - a) Justification must be notified via Group Whatsapp/email for requested overtime.

Sample Memo For Non Attendance

John Miller, Margaret Stacey



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