

LEAVE POLICY
HUMAN RESOURCE DEPARTMENT

| Document No | Issue No | Revision No | Effective Date |
|---|----------|-------------|----------------|
| R10 | 1.0 | 1.0 | 01.01.2025 |
| Revision History Amended to be aligned with the current process and procedure of Jaya Grocer. | | | |

| Process Owner | | |
|---------------|---------------------|----------------------------------|
| NO | NAME | DESIGNATION |
| 1 | David Andrew Jansen | Head of Human Resource |
| Control Owner | | |
| 2 | Nursyafira Aidros | Manager, Compensation & Benefits |

This document is the property of Jaya Grocer Holdings Sdn Bhd (Company No.: 201601014823 (1185754-D)), Trendcell Sdn Bhd (Company No.: 200101008291 (544047-T)) and Jaya 33 Supermarket (Malaysia) Sdn Bhd (Company No.: 200701016968 (774977-T)), its subsidiaries, associates, affiliates or related companies (“Jaya”). Any unauthorized use, disclosure, reproduction or/and transmission is strictly prohibited.

1) Introduction

The guideline contained in this policy is only applicable to Leave Entitlement, which is a benefit provided to eligible employees based on their job category and work requirements.

2) Objective

The objective of this section is to establish the leave entitlement and application policy, procedure and outline.

3) Policy

3.1. Public Holiday

- 3.1.1. The Company shall recognise all public holidays gazetted by the Federal Government or the Government of the State in which the Employee is serving.
- 3.1.2. In the event the Federal Government declares an ad hoc public holiday in accordance with the Public Holiday Act under Section 9, the Company does not observe such ad hoc public holiday.

LEAVE POLICY
HUMAN RESOURCE DEPARTMENT

3.1.3. Where a public holiday falls within a period during which the Employee is on sick leave, annual leave or on temporary disablement under the SOCSO Act (including hospitalisation leave, the said sick leave, annual leave or on temporary disablement under the SOCSO Act (including hospitalisation leave) shall not be deducted from the leave entitlement but to declare as public holiday.

3.1.4. Public Holidays For Operation :

i. Entitled to eleven (11) days of Public Holidays as follows:

| | |
|---|--------|
| Chinese New Year | 2 days |
| Hari Raya Puasa | 2 days |
| Yang Di-Pertuan Agong's Birthday | 1 day |
| Birthday of the Sultan of State / Federal Territory Day | 1 day |
| Labor Day | 1 day |
| National Day | 1 day |
| Malaysia's Day | 1 day |
| Deepavali | 1 day |
| Christmas Day | 1 day |

3.1.5. Public Holidays For Non-Operation :

i. Where a holiday falls on a weekly rest day (Sunday as applicable), the following day is substituted as a Public Holiday and if the following day is also a Public Holiday, then the next following day shall be a Public Holiday.

3.2. Annual Leave

3.2.1. Annual Leave entitlement by Category, Position and Year of Service respectively.

LEAVE POLICY
HUMAN RESOURCE DEPARTMENT

| Level | 2 years and below | Above 2 years to 5 years | Above 5 years |
|----------------|-------------------|--------------------------|---------------|
| Director | 24 | 24 | 24 |
| Manager | 16 | 18 | 20 |
| Executive | 14 | 16 | 18 |
| Non-Executive | 12 | 14 | 16 |
| Foreign Worker | 8 | 12 | 16 |

- 3.2.2. Employees must submit their leave applications using the online system at least seven (7) days in advance.
- 3.2.3. Employees must ensure that their application has been expressly approved by their superior before going on leave. An employee who goes on leave without approval may be subjected to disciplinary action for absenteeism.
- 3.2.4. Employees under probation are allowed to apply for annual leave on a prorated basis after completion of one (1) month of service.
- 3.2.5. Employees who are in permanent position are allowed to carry forward a maximum of ten (10) days of annual leave to the next year.
- i) Newly joined employees who are confirmed by 31st December of the year must utilize their annual leave balance on or before 31st March of the following year.
 - ii) Exceptions are given to newly joined employees who are confirmed after 31st December to use their carry-forward leave until 31st December of the following year.
 - iii) Any leave balance remaining beyond the respective deadlines will be forfeited.
- 3.2.6. Employees who are under contract position are not eligible to carry forward their annual leave from one contract period to another.
- 3.2.7. All employees are encouraged to plan their annual holidays in an orderly way. The annual leave cannot be encashed during an employee's employment.
- 3.2.8. Employees from Sabah & Sarawak are allowed to apply for two (2) weeks of Annual Leave subject to the availability of their earned leave and approval from their superior.
- 3.2.9. An Employee may apply for half-day leave (4 hours excluding rest time), either for the morning or afternoon session, which shall be indicated in the Leave Application Form in Rymnet. For those who are on six (6) days week, annual leave taken on a working Saturday shall be treated

LEAVE POLICY
HUMAN RESOURCE DEPARTMENT

as one day leave.

3.3. Sick Leave

3.3.1. Please refer to the following table for yearly sick leave entitlement base on calendar year basis:

| Level | 2 years and below | Above 2 years to 5 years | Above 5 years |
|---------------|-------------------|--------------------------|---------------|
| Director | 24 | 24 | 24 |
| Manager | 16 | 18 | 20 |
| Executive | 14 | 16 | 18 |
| Non-Executive | 12 | 14 | 16 |

3.3.2. Employee applying for Sick Leave must attach a copy of the Sick Leave Certificate issued and signed by the attending Doctor within 48-hours of commencement of such sick leave or where it is impossible, the copy of the medical certificate shall be submitted electronically with Rymnet.

3.3.3. Employees are responsible for retaining the original medical certificate and must provide it upon request for auditing purposes. Failure to submit a valid copy of the medical certificate may result in the rejection of the sick leave application. In such cases, the employee will be required to apply for annual leave or unpaid leave and may be subject to disciplinary action.

3.3.4. When an employee falls sick during annual leave, the annual leave shall be deemed to have not been taken.

3.3.5. When an employee falls sick during a public holiday or any other day substituted for a public holiday, the employee shall be granted another day as a paid holiday in substitution for such public holiday or the day substituted for a public holiday.

3.4. Hospitalisation Leave

3.4.1. Employees are entitled to up to **sixty (60) days** of paid hospitalization leave if they are either hospitalized or considered seriously ill, as advised or certified by a medical practitioner with supporting documentation.

3.4.2. Employees applying for Hospitalization Leave must attach a copy of the Hospitalization Leave Certificate issued and signed by the attending Doctor within 48-hours of commencement of such sick leave or where it is impossible, the copy of the medical certificate shall be submitted electronically with Rymnet.

3.4.3. When hospitalization leave is granted for a continuous period, such leave shall include off-days and rest days but exclude annual leave and public

LEAVE POLICY
HUMAN RESOURCE DEPARTMENT

holidays. The annual leave and public holiday shall be granted another day as a paid holiday in substitution for such public holiday or the day substituted for a public holiday.

- 3.4.4. Employees are responsible for retaining the original medical certificate and must provide it upon request for auditing purposes. Failure to submit a valid copy of the medical certificate may result in the rejection of the sick leave application. In such cases, the employee will be required to apply for annual leave or unpaid leave and may be subject to disciplinary action.

3.5. Maternity Leave

- 3.5.1. All female employee shall be entitled to maternity leave for a period of not less than **ninety-eight (98) consecutive days** in respect of each confinement with conditions as follows:
- i. Pregnancy carried to a minimum term of 22 weeks
 - ii. Shall be employed in four (4) months immediately before her confinement or not less than 90 days in service during the 9 months immediately before the confinement.
- 3.5.2. A female employee shall not be entitled to any maternity allowance if at the time of her confinement she has five (5) or more surviving children.
- 3.5.3. A female employee may elect to commence her maternity leave thirty (30) days pre-natal, should the need arise, subject to the advice of a registered medical practitioner
- 3.5.4. Leave on account of miscarriage prior to the twenty-two (22) weeks of pregnancy shall not be considered as maternity leave but as normal sick leave.
- 3.5.5. Any leave of absence on account of illness following the expiry of maternity leave shall be treated as normal sick leave in accordance to her entitlement under medical leave. In the event that her sick leave and annual leave is exhausted, unpaid leave may be granted upon application and being recommended by the Head of Department or the Store Manager.
- 3.5.6. Where a Company observed a public holiday applicable to the female employee falls during her maternity, it shall not be carried over and no extension on her maternity leave.
- 3.5.7. A female employee shall within twenty-eight (28) weeks of her pregnancy notify the Superior of her expected confinement.
- 3.5.8. A female employee is to attach a Maternity Leave Certificates to online Leave Application in applying for maternity leave.

LEAVE POLICY
HUMAN RESOURCE DEPARTMENT

3.5.9. Female employees who wish to return to work during their maternity leave may do so with their employer's consent, provided a registered medical practitioner certified them fit for work.

3.6. Paternity Leave

3.6.1. A married male employee shall be entitled to paternity leave of seven (7) consecutive days in respect of each confinement and restricted to five confinements irrespective of the number of spouse subject to the following conditions

3.6.2. A married male employee shall be entitled to paternity leave from his employer if:

- i. Married, and
- ii. Has been employed by the company at least twelve (12) months immediately before the commencement leave, and
- iii. Have notified the Company of the pregnancy of his spouse at least thirty days from the expected confinement or as early as possible after the birth.
- iv. Application for paternity leave must be supported by valid medical documentation.

3.6.3. The consecutive days shall include off-day(s), rest day(s) and public holiday

3.6.4. Employees whose spouse reside outside the locality may request to defer the start of their paternity leave with proper justification (deferment not exceeding fourteen (14) days from the commencement of the confinement period). Such requests must be approved by the Head of Department / Store Manager at least 48 hours prior to the commencement of the confinement period.

3.7. Marriage Leave

3.7.1. Marriage leave of up to three (3) consecutive days will be granted for an employee's first legal marriage.

3.7.2. A copy of Registration of Marriage Certificate must be attached in the online Leave Application as required.

3.7.3. The consecutive days shall include off-day(s), rest day(s) and public holiday.

3.8. Compassionate Leave

3.8.1. Compassionate leave will be provided to an employee in the event of the passing of their next of kin, as outlined below :

LEAVE POLICY
HUMAN RESOURCE DEPARTMENT

| Immediate Family Members | No. of Days* |
|---------------------------------------|---------------------|
| Spouse (first legal marriage) | 2 days |
| Biological / legally adopted child | 2 days |
| Biological / legally adopted parents | 2 days |
| Biological grandparents | 2 days |
| Parent-in-Law | 2 days |
| Biological / legally adopted siblings | 2 days |

*consecutive days

3.8.2. The leave shall be taken on the occasion and may not be taken at an alternative date.

3.8.3. The employee shall inform his or her superior of such an event and shall appropriately complete the written application using the online Leave Application attaching the relevant Death Certificate or Burial Permit.

3.8.4. Condolence Token:

- i) In the event that an employee passes away, the company shall provide a condolence token of RM1,000 to the registered immediate family member.
- ii) In the event that a member of an employee's immediate family passes away, the company shall provide a condolence token of RM500.

| Immediate Family Members | Condolence Token |
|---------------------------------|-------------------------|
| As per clause 3.8.1 | RM500 |

- iii) Employee need to furnish the following documents in order to claim for the condolence token:
 - a. Photocopy of employee's birth certificate or marriage certificate, and
 - b. Photocopy of death certificate or burial permit or police report.
 - c. If necessary other related documents will be requested upon submission.

3.9. Natural Disaster Leave

3.9.1. Natural Disaster leave of one (1) day shall be granted to an employee who has suffered damage to his personal property by flood or by fire.

3.9.2. Written evidence testimony or letters issued by a local authority such as Rukun Tetangga, political party, charity, or volunteer organization would be required to support such application.

LEAVE POLICY
HUMAN RESOURCE DEPARTMENT

3.9.3. Natural Disaster Relief Aid

- i) In the event where the personal property of an employee suffered from damage by fire or flood, the employee will be given relief aid depending on the level of damages.
- ii) To process the aid request, employees are required to submit a police report along with photographs of the damages. This documentation will be used by management to assess the level of damage and determine the appropriate relief aid.

| Type of Damages | Natural Disaster Relief Aid |
|-----------------|-----------------------------|
| Major Damages | RM1,000 |
| Minor Damages | RM500 |

3.10. Unpaid Leave

- 3.10.1. Employees are not encouraged to apply for unpaid leave. However, the company will consider granting such leave when all available paid leave has been utilised and the Employee has to attend to personal matters such as extended maternity leave, serious illness of family members etc. Employees must provide relevant supporting documents when requesting unpaid leave.
- 3.10.2. Unpaid leave shall be approved in accordance with the Leave Application Procedure and the payment to be deducted on the same month payroll.

3.11. Replacement Leave

3.11.1. Replacement Leave for Public Holiday

- i) Staff need to apply for the replacement leave within 3 days from the occasion.
- ii) All Replacement Leave for Public Holiday must be utilized within three (3) months from the approved date.
- iii) Replacement Leave for public holiday will be entitled if the employee completes nine (9) hours of working hours including one (1) hour of break.

3.11.2. Replacement Leave for Rest Day

- i) If an employee in Operations Division is required to work during a Rest Day or the appointed Rest Day falls on a Public Holiday observed by the Company, he or she is eligible to a Rest Day Replacement leave, and the employee needs to apply for the replacement leave within 3 days from the occasion.
- ii) All Replacement Leave for Rest Day must be utilized within three (3) months from the approved date.

LEAVE POLICY
HUMAN RESOURCE DEPARTMENT

iii) Employees in the Non-Operations Division who work on both Saturday and Sunday are eligible for the following leave entitlements, subject to management approval:

a) If the employee works a minimum of 4 hours, they will be entitled to half-day ($\frac{1}{2}$) leave.

b) If the employee works 8 hours, they will be entitled to one (1) day of Replacement Leave for the Rest Day.

3.12. Leave During Festival Season

3.12.1. An employee may be allowed to apply for the maximum of five (5) days leave, including Annual Leave, Replacement Leave and Rest Day during the Festive Season.

3.12.2. Employees are reminded that taking leave during festival season may be subject to queuing and or by rotation basis.

3.12.3. Store Manager, Department Manager or Department Head are reminded to ensure that all the departments are adequately manned during any festive season.

IMPORTANT NOTE

Notwithstanding with the above, the Management at its sole discretion, reserves the right to amend, and or delete the contents of this guideline or any part of it from time to time.