

**RESIGNATION PROCESS FLOW POLICY
HUMAN RESOURCE DEPARTMENT**

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R48	1.0	1.0	01.03.2025

Revision History

Amended to be aligned with the current process and procedure of Jaya Grocer.

Process Owner		
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1) Objective

The resignation payroll process policy outlines the criteria and guidelines is to ensure that:

- 1.1 The exit process is smooth and in full compliance with Law.
- 1.2 The Company’s rights and interests are protected.
- 1.3 The employee separates from the Company gracefully.

2) Introduction

The guideline contained in this policy is applicable to all employees, the Payroll department, IT support, and any other relevant stakeholders involved in the separation process.

3) Roles and Responsibilities

3.1 Immediate Superior

3.1.1 The Immediate Superior will receive the resignation letter from the employee. It is the responsibility of the immediate superior to speak to the concern employee (within 48 hours) upon receipt of resignation letter.

3.1.2 Immediate Superior to approve and submit resignation letter to Human Resource

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Department after discussing with the concern employee on his/her desire to resign from the company and go through with the resignation.

3.1.3 The Immediate Superior to ensure completion of handover and the employee departure checklist (on his/her last working day).

3.2 Payroll Department

3.2.1 Payroll Department will process the resignation, suspend the Paywatch account (if applicable), calculate the last working and pay day, calculate the final settlement, prepare acceptance letter and advise the concerned employee on the last working/pay day.

3.3 IT Department

3.3.1 Ensuring that the email address is being deactivated from the system.

4) Policy and Procedures

4.1 The notice period for resignation is mandatory to be served by all employees. Either party may terminate the employment agreement by giving appropriate notice to the other party. The guidelines are as follows:

Job Category	During Probation	After Confirmation
Non-Executive	14 days	1 month
Supervisor, Executive & Manager	1 month	2 months

4.2 During probation period and after confirmation period, notice period for termination due to major misconduct is with immediate effect.

4.3 For separation due to retirement, please refer to the Retirement Policy.

4.4 For the purpose of Notice Period Shortfall recovery, the following guideline will be followed:

Notice Period Shortfall = (Monthly Basic Salary / 30 or 31 days) x Total No. of Days shortfall

4.5 For the purpose of unused Annual Leave encashment up to 30 days, the following guideline will be followed:

Annual Leave Encashment = (Monthly Basic Salary / 26 days) x Annual Leave Balance

5) Process and Guidelines of Resignation Payroll Processing

5.1 In an event an employee initiates resignation notice, the immediate superior, on receipt of resignation letter, if required, should discuss the issue with the HOD, or continue with the acceptance of the resignation.

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- 5.2 Post discussion, immediate superior needs to initiate the resignation process by informing Human Resources within 2 working days of the employee resigning.
- 5.3 The following steps are then to be initiated:
- 5.3.1 The employee is required to settle all work related issues with his Manager. The handover list form is to be used for handing over all duties to next incumbent.
 - 5.3.2 For computing Notice Period, a month will constitute as per calendar days. The notice period will be counted from the date of receipt of the resignation letter by the Head of Department or Store Manager.
 - 5.3.3 During notice period, an employee is expected to spend adequate time to hand over responsibilities. In view of this, should he / she choose to utilize his / her annual leave balance to offset resignation notice, he/she must obtain approval from HOD. Unused annual leave balance will be en-cash together with final settlement.
 - 5.3.4 The performance of the employee will be monitored during the notice period.
 - 5.3.5 If the employee's performance is found to be below the acceptable levels of performance by the immediate manager, appropriate steps will be taken.
 - 5.3.6 The employee's resignation process will be initiated by the Human Resource Department and the employee will be required to complete the necessary formalities with all departments concerned.
 - 5.3.7 The Human Resource Department will issue an Acceptance of Resignation letter to the concerned employee, the letter will include information on last working / pay day and final settlement amount. Any dues payable by the employee will be deducted in the Final Settlement.
 - 5.3.8 After completing all formalities, the completed Employee Departure Checklist Form will be reviewed by Human Resources.
 - 5.3.9 The employee will receive final settlement at the end of the month via bank account.
- 5.4 The Payroll Department is to suspend the Paywatch account once the team receives a resignation letter from the employee's superior.
- 5.5 Payroll Department is to update the resignation date in Rymnet system and deactivate biometric ID within 24 hours.

6) Appendix

6.1 Payroll Flow Chart_ Resignation

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.

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Appendix 6.1 Payroll Flow Chart_Resignation

**JAYA GROCER
SOP - PAYROLL (Employees Resignation Flow Chart)**

