

# PENFABRIC SDN BERHAD (14240-M)

## ANNOUNCEMENT

From : H S Teh  
Managing Director

To : All Associates  
Penfabric Sdn. Berhad

Date : 30<sup>th</sup> August 2017

c.c : Directors / Mill Managers /HR Managers  
: General Secretary, Penang and  
Province Wellesley Textile and  
Garment Workers Union

### REVISED ATTENDANCE AND DISCIPLINE MANAGEMENT SCHEME (DEDUCTIONS FROM EX-GRATIA PAYMENT)

As you are aware, regular attendance and discipline are essential to our company's efficient operations as they affect an employee's productivity and ability to meet goals, standards and deadlines.

To encourage better attendance, discipline at work and productivity, the management has decided to revise the current "Deductions from Ex-Gratia Payment".

With effect from 1<sup>st</sup> September 2017, deductions from Ex-Gratia payment will be made as follows:

1	Each day of unpaid leave	Less 5%
	Each day of Absenteeism	Less 10%
2	Up to 4 days of sick leave	Full Entitlement
	5-10 days of sick leave	Less 25%
	11-15 days of sick leave	Less 50%
	16-22 days of sick leave	Less 75%
	Above 22 days of sick leave	Less 100%
3	Up to 14 days of hospitalisation/Socso leaves	Full Entitlement
	15 -30 days of hospitalisation/Socso leaves	Less 25%
	31-45 days of hospitalisation/Socso leaves	Less 50%
	46-60 days of hospitalisation/Socso leaves	Less 75%
	Above 60 days of hospitalisation/Socso leaves	Less 100%
4	Prolonged illness leave	Less 100%
5	1st warning letter	Less 30%
	2nd warning letter	Less 60%
	3rd warning letter	Less 100%

*\*Unpaid leaves taken during compulsory shutdown will be exempted.*

For the Ex-Gratia Payment to be made on or before 15<sup>th</sup> January 2018, deductions if any, for the period from 1<sup>st</sup> December 2016 – 31<sup>st</sup> August 2017 shall be based on the old scheme whereas deductions for the period commencing from 1<sup>st</sup> September 2017 – 30<sup>th</sup> November 2017 shall be based on the new scheme.

Company reserves the right to periodically review the Attendance and Discipline Management Scheme and at its sole discretion, may modify or withdraw the Scheme at any time.

Should you require any clarifications, please contact your respective HR Managers/Officers.

Thank you.

Regards,



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H S Teh  
Managing Director

## TERJEMAHAN

### **SEMAKAN SEMULA SKIM PENGURUSAN KEHADIRAN DAN DISIPLIN (POTONGAN DARIPADA BAYARAN EX-GRATIA)**

Seperti yang anda sedar, kehadiran secara tetap dan disiplin adalah penting bagi memastikan kecekapan operasi syarikat memandangkan ia mempengaruhi produktiviti dan keupayaan pekerja untuk memenuhi matlamat, sasaran dan batas waktu.

Untuk menggalakkan tahap kehadiran dan disiplin yang lebih baik di tempat kerja dan meningkatkan produktiviti, pihak pengurusan telah memutuskan untuk menyemak semula "Skim Potongan daripada Bayaran Ex-Gratia" yang sedia ada.

Mulai 1hb. September 2017, potongan daripada Bayaran Ex-Gratia akan dibuat seperti berikut:

1	Setiap hari cuti tanpa gaji	Potongan 5%
	Setiap hari ponteng kerja	Potongan 10%
2	Sehingga 4 hari cuti sakit	Tiada Potongan
	5-10 hari cuti sakit	Potongan 25%
	11-15 hari cuti sakit	Potongan 50%
	16-22 hari cuti sakit	Potongan 75%
	22 hari dan ke atas cuti sakit	Potongan 100%
3	Sehingga 14 hari cuti sakit masuk hospital/Perkeso	Tiada Potongan
	15 -30 hari cuti sakit masuk hospital/Perkeso	Potongan 25%
	31-45 hari cuti sakit masuk hospital/Perkeso	Potongan 50%
	46-60 hari cuti sakit masuk hospital/Perkeso	Potongan 75%
	60 hari dan ke atas cuti sakit masuk hospital/Perkeso	Potongan 100%
4	Cuti penyakit berpanjangan	Potongan 100%
5	Surat amaran pertama	Potongan 30%
	Surat amaran kedua	Potongan 60%
	Surat amaran ketiga	Potongan 100%

*\*Cuti tanpa gaji yang diambil semasa penutupan wajib akan dikecualikan.*

Bagi Bayaran Ex-Gratia yang akan dibuat pada atau sebelum 15hb. Januari 2018, sebarang potongan bagi tempoh dari 1hb. Disember 2016 – 31hb. Ogos 2017 akan dikira berdasarkan skim lama sementara sebarang potongan bagi tempoh bermula dari 1hb. September 2017 - 30 November 2017 akan dikira berdasarkan skim baru.

Syarikat berhak untuk mengkaji semula Skim Pengurusan Kehadiran dan Disiplin dari masa ke semasa dan ianya adalah tertakluk kepada budi bicara syarikat untuk mengubahsuai atau menarik balik Skim tersebut pada bila-bila masa.

Jika anda memerlukan sebarang penjelasan, sila hubungi Pengurus / Pegawai Sumber Manusia masing-masing

Sekian, terima kasih.