



1. Purpose

The purpose of this Leave Policy (Policy) is to provide clarity and guidelines on the various types of leave available to Wolters Kluwer workplace participants in Malaysia. The intention of this policy is to provide alignment and compliance with the Employment Act and other relevant legislation.

Application

- WKESP are committed to developing a flexible environment that fosters the ability of every employee to balance work and their important family/life responsibilities.
- WKESP allows employees to accrue paid time off work for holidays, sickness, and the need to balance family/life responsibilities. All requests for leave must be made to your line manager.
- WKESP's leave policy balances the need for flexibility with management discretion, with all requests for leave being taken at times mutually agreed by both parties. Employees must give prior notice to ensure that the operational needs of the organization can be met.

2. Policy & Procedure

What Do I Need to Know?

Leave is accrued time off work for the purposes of holiday, sickness and the need to balance family/life responsibilities. Leave can be with or without pay depending on the type of leave.

Some examples of the types of leave WKESP provides for its employees are:

Annual Leave
Sick Leave
Public Holiday
Compassionate Leave
Marriage Leave
Leave Examination
Leave without pay
Maternity Leave
Paternity Leave

Payment for leave

For leave with pay, leave is calculated based on the individual's ordinary rate of pay. WKESP will not pay leave in advance unless otherwise required by legislation.

Termination of employment

Upon resignation, retirement or termination an employee is entitled to payment of all outstanding annual leave.

My responsibilities

Employees need to ensure that all leave requests are submitted to payroll via the Hewitt workflow system for processing. Leave requests must be submitted two (2) weeks prior to the leave being taken. Please allow enough time for your line manager to approve the application.

Things to consider

All requests for leave must be approved by your line manager, and must be taken at times mutually agreed by both parties.

Annual leave

Annual leave is paid leave, usually for the purposes of holidays.

Entitlement

All employees (non-managers) are entitled to 15 days of paid leave, with an additional day for every subsequent service year and capped at 20 days of paid leave.

All Managers are entitled to 20 days of paid leave, with an additional day for every year and capped at 25 days of paid leave.

Please also note that taking half day's leave requires an employee to work maximum 4 hour.

Accrual of Annual Leave

Annual leave accrues progressively during a year of service according to the workplace participant's ordinary hours of work. An employee can carry forward 5 days of their leave entitlement of the current year into the next year. Any excess leave above the 5 days carried forward will expire without any compensation. These 5 days need to be utilized by end of March on following year

Wolters Kluwer encourages staff to take annual leave to assist in maintaining a healthy and safe work environment. Untaken accrued Annual Leave may be payable on termination of employment.

Accessing the leave

Annual leave requests can be made through Hewitt. Approval will be at the discretion of your manager based on your needs, an assessment of business needs and the availability of team members to cover the absence and whether there are other team members on planned leave at the same time.

Interaction with Other Leave/Public Holidays

If the period during which staff takes paid Annual leave includes a day or half-day that is a public holiday in the place where the staff based for work purposes, the staff is taken not to be on paid Annual leave on that public holiday. List of public holiday observed by Malaysia.

New Year's Day

Chinese New Year (2 days)

Hari Wilayah

Mawlid al-Nabi (Birth of Prophet

Muhammad

Labour Day

Wesak Day

Yang Di Pertuan Agong's Birthday

National Day

Malaysia Day

Hari Raya Puasa (2 days)

Deepavali

Hari Raya Haji

Awal Muharram

Christmas

All public holiday that fall on Saturday will be replaced as Annual in lieu.

Leave in Advance of Accrual

New hires who may not have sufficient accruals to take Annual Leave and had pre-arranged commitments may request Leave in Advance of Accrual. Any request for, "Leave in Advance" by a new hire which is agreed to by the line manager must be included in the employment offer. Any staff who requests Annual Leave in Advance will initially have to get approval from the hiring manager.

Leave during Notice Period

Wolters Kluwer reserves the right to withdraw any agreement to approve Annual Leave where a staff has resigned and had obtained prior approval for annual leave that falls within their notice period. Taking of this approved annual leave would in effect reduce the agreed notice period in their employment contract. Various options which could be considered by Wolters Kluwer:

- Allow the person to take the leave and then extend the notice period by a suitable period to meet the business needs for a planned handover; or
- Withdraw approval for all or part of the leave

Compassionate leave

All employees are entitled to request a maximum of three paid working days of Compassionate leave, following the death of a close relative, namely:

Spouse;
 Parents;
 Siblings;
 Children;
 Parents-in-law; or
 Grandparents.

Notice must be given to your manager as soon as practicable and must advise of the period, or expected period of leave required. The workplace participant should update their manager on any changes whenever possible.

Entitlement

- Staff will be granted Three (3) days paid Compassionate Leave.
- Up to five days paid compassionate leave may be granted per occasion if Staff must travel overseas/interstate. This is subject to approval from your Manager.

Accessing the Compassionate leave requests can be made through Hewitt

Evidence

Staff may be requested to provide evidence that the leave is taken for a reason or permissible occasion as specified above.

Sick Leave

Sick leave is provided where Staff is unable to report for work as a result of either personal illness/injury. This may be either paid outpatient non-hospitalization leave or hospitalization leave.

Sick leave is provided to workplace participants in order for them to recover from illness before returning to work. Where workplace participant is unable to return to work, there are other options available such as the Group Salary Continuance Insurance Scheme. For further information, please contact your local HR Manager

Entitlement

Wolters Kluwer provides 60 days of sick leave annually to all full-time employees. Included in the 60 days sick leave is a maximum of 14 days sick leave for outpatient non-hospitalization treatment. Any hospitalisation and non-hospitalisation sick leaves taken in excess of the entitlement are considered as unpaid sick leaves.

For example, if an employee has already taken 14 days of outpatient sick leave in that year, the number of days of hospitalisation sick leave that he/she can take is 46 days (60 - 14 = 46).

Accessing Sick leave

Leave requests can be made through Hewitt. Reasonable evidence typically in the form of a medical certificate must be supplied. Evidence may also be required in any of the following situations:

- If personal leave is taken before or after a public holiday or a rostered day off; or
- If the line manager identifies a regular pattern of absence

Evidence

Where evidence is required or requested, and not supplied, Wolters Kluwer can choose to decline to make a personal leave payment. Wolters Kluwer reserves the right to appoint a Company Doctor to assess any workplace participant who states they have a medical condition which they believe is having an impact on their work performance. All costs for this assessment will be paid for by Wolters Kluwer. Any reports prepared by a company doctor shall remain the property of Wolters Kluwer.

Interaction with Other Leave/Public Holidays

An employee is not entitled to paid sick leave on the following occasions, even if he/she is given a medical leave by a medical practitioner:

- Rest days
- Public holidays
- Non-working days
- During annual leave
- During no-pay leave

Marriage Leave

Marriage leave is paid leave granted to full-time employees who are newly married for first legal marriage. The workplace participants entitled to 3 days of paid leave for their first legal marriage subject to approval from your line manager. Accessing Marriage Leave Marriage Leave can be made through Hewitt. Reasonable notice has to be given if you wish to take Marriage Leave.

Leave without Pay

Leave without Pay is unpaid leave authorized at the discretion of Wolters Kluwer when a person has exhausted their accrued leave balance or Entitlements for paid leave. Staff may request leave without pay for special personal reasons, exceptional circumstances such as to care for oneself or a sick family member or for a career break.

Accessing Leave without Pay

Leave without Pay can be made through Hewitt. Approval for Leave without Pay is at the absolute discretion of Wolters Kluwer and may be based on assessment of business needs, workplace participant's leave history, length of service and due consideration given to the personal circumstances. Approval must be given by the workplace participant's direct manager, functional head and Human Resources Director.

Notice

Reasonable Notice should be given if Staff wishes to take Leave without Pay and should advise of the period, or expected period of the leave.

Interaction with Other Leave

Leave without Pay can only be accessed if all other paid leave has been exhausted.

Evidence

Staff may be requested to provide evidence that the leave is taken for the reason specified.

Study Leave

Examination Leave is leave generally granted to employees taking both sponsored and/or non-sponsored courses leading to academic qualifications, which are undertaken on a part-time basis at recognized educational providers.

Entitlement

The workplace participant is entitled to 2 days of paid leave per semester, subject to respective line manager's approval on a case by case basis for non-sponsored courses, capped at 6 days. For workplace participants taking sponsored courses, paid leave is capped at 9 days.

Maternity Leave

Employees who are pregnant and have been employed by WKESP for 3 months are entitled to 60 days paid maternity leave for each confinement. Maternity leave starts right at child-birth. If an employee wishes to leave earlier BEFORE the due date, she will have to use annual leave.

Accessing the leave

To apply for maternity leave, an employee needs to complete the request online via

the Hewitt system, and provide the following:

1. The presumed date of confinement,
2. The date of actual commencement of maternity

Applications by employees should be made not less than 60 days prior to the presumed date of confinement and be supported by a doctor's certificate stating the presumed date of confinement.

Normal entitlements whilst on leave

Normal entitlement to annual or sick leave will not accrue whilst an employee is on maternity leave

Things to consider

Leave on account of miscarriage or abortive measures shall not be considered as maternity leave but as normal sick leave. Any medical leave granted prior to the employee's date of delivery or prior to her consumption of medical leave shall be treated as sick leave.

Paternity Leave

All male employees are entitled to 3 days of paid leave. To apply for paternity leave employee need to complete the request online via the Hewitt system. Child's name and date of birth are required to provide to HR.

3. References

Employment Act 1955 (Act 265), regulations and orders & selected legislation

4. Revisions

Date of Last Review:	Revision Description
November 2014	
20 May 2015	<ul style="list-style-type: none">• Hospitalisations Leave• Annual leave carry forward• Details of unpaid sick leave