

# Lam Construction Group

<b>HR &amp; Admin. Manual (HK)</b>	<b>Document No. : HRM 0300</b>
<b>Leave Applications</b>	

## Revision Record

<b>Revision No.</b>	<b>Date</b>	<b>Description of Changes</b>	<b>Prepared (W. Leung)</b>	<b>Reviewed (Peter Lee)</b>	<b>Approved (Peter Lam)</b>
--	1-6-99	New Issue	W. Leung	Peter Lee	Peter Lam
A	1-5-02	<ul style="list-style-type: none"><li>- Clause 3.2.7 has been revised</li><li>- Clause 3.2.8 has been revised</li></ul>			

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## 1.0 Objective and Scope

- 1.1 To provide guidelines to staffs on how to apply leave in general; and guidelines to Supervisors on how to handle leave application.

## 2.0 Responsibility

- 2.1 Employee members must submit enough information (i.e. doctor's certificate in case of Sick Leave or Injury Leave) to accompanying the leave application.
- 2.2 It is the responsibility of supervisor to review the work load before granting any leave (except sick leave and injury leave).
- 2.3 Approved Forms should pass to HR & Admin. Department for record keeping.
- 2.4 HR & Admin. Department is responsible to provide up-to-date information on leave record to all employee member and their respective supervisors for reference and leave planning.

## 3.0 Procedure

### 3.1 Leave Application

3.1.1 Completed Leave Application Form should be forwarded to supervisor for approval. It will then be sent to the HR & Admin. Department for verification and record keeping.

3.1.2 The type of leave should be indicated in the Leave Application Form. Guidelines and necessary information for handling each type of leave are illustrated in the following points:

### 3.2 Annual Leave

Employee members who become permanent staff are entitled to paid annual leave, and the entitlement of which will depend upon the internal staff grading and the length of service with the Company. Please refer to the 'Employee Handbook' for details.

3.2.1 For site staff, certain number of leave days will be scheduled immediately after the Lunar New Year holiday. Supervisor will be responsible for the arrangement and notify the employees through the H.R. & Admin.

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Department.

- 3.2.2 New recruits are not permitted to take annual leave during the first three months' of service.
- 3.2.3 Although every effort will be made to allow employees to take annual leave as per their own plans, this is not always possible to satisfy everybody's need. Discuss your leave plan with your supervisor well in advance as possible. Two weeks advance notice will be recommended.
- 3.2.4 Any excess on entitlements will be treated as 'No Pay Leave'. Employees are not encouraged to apply 'No Pay Leave', should the level of 'No Pay Leave' reach an unacceptable level, supervisor will be informed to tighten up the system accordingly.
- 3.2.5 Annual leave could not be formed as part of the notice of termination of the Employment Contract.
- 3.2.6 If an employment contract has been terminated, all outstanding balance of annual leave will be paid in lieu of salary.
- 3.2.7 Staff members are allowed to carry forward a maximum number of annual leave days for one year according to their staff grading, as follows:
- =
- (a) For internal staff grading under A : 7 days
- (b) For internal staff grading under B : 10 days
- (c) For internal staff grading under C : 15 days
- (d) For internal staff grading under E : 18 days
- 3.2.8 For the purpose of annual leave administration, the annual cut-off date is 31<sup>st</sup> December of each year.

### 3.3 Sick Leave

- 3.3.1 Under the provision of the Employment Ordinance, within the first 12 months' service, you are entitled to 2 days Sick Leave per month and after 12 months' service, your Sick Leave entitlement will increase to 4 days for each month. The maximum Sick Leave you can accumulate is 120 days. Doctor's certificate must be produced.
- 3.3.2 Wages for Sick Leave for the first 10 days of a Calendar Year will be paid in full, 80% of the pay will be granted thereafter subject to sick leave for

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4 consecutive days or more. Doctor's Certificate must be produced.

3.3.3 If you are unable to come to work due to illness or injury, you are required to call before 9.30 a.m., stating the nature of your illness as follows :

3.3.3.1 Laboratory staff are required to inform the Laboratory Manager or his secretary.

3.3.3.2 Site staff are required to inform his/her site Project Manager.

3.3.3.3 Office staff are required to inform his/her Department Head who will immediately notify the HR & Admin. Department.

3.3.4 Completed Sick Leave Application Form, accompanied by Doctor's Certificates, should be passed to HR & Admin. Department via your supervisor.

3.3.5 The term "Doctors" applies to Hong Kong registered medical practitioners only.

### 3.3 Unpaid Leave

In the event that the normal leave entitlement has been exhausted and staffs find it necessary to request for unpaid leave, approval will only be granted upon provision of reasonable justifications. Additional approval from BUEO is required.

### 3.4 Maternity Leave

3.4.1 A female employee employed under a continuous contract immediately before the commencement of her maternity leave and having given notice of pregnancy to the employer is entitled to a continuous period of 10 weeks' maternity leave.

3.4.2 The female employee is required to produce doctor's certificate specifying the date of confinement.

3.4.3 An employee is eligible for maternity leave pay if she has worked under a continuous contract for not less than 40 weeks immediately before the commencement of maternity leave.

3.4.4 Maternity leave pay is at the rate of 80% the normal monthly salary for 10

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weeks.

3.4.5 Any day off in respect of ante-natal check-ups, post-confinement medical treatment or miscarriage is to be treated as sick leave. Sick leave relating to any one pregnancy is limited to 4 weeks in total and paid at a rate of four-fifths normal monthly salary. Doctor's certificate must be produced.

3.4.6 A male employee is eligible to a maximum of one day's leave to attend to his spouse during her maternity period.

3.4.7 The term "Doctors" applies to Hong Kong registered medical practitioners only.

## 3.5 Marriage Leave

Upon completion of 1 year's service, employee will be entitled to 3 days paid marriage leave in addition to his/her normal annual leave. This must be taken immediately after his/her date of marriage. Leave application must be submitted two weeks before such leave is to be taken.

## 3.6 Compassionate Leave

3.6.1 If an employee have a death in his/her immediate family members, i.e., spouse, children, parents, and in-laws. He/She may apply for a maximum of three days leave.

3.6.2 Compassionate leave may be granted with full pay.

## 4.0 Process Flow Chart

Nil

## 5.0 Report

Nil

## 6.0 Standard Form

LAM/HRM/0300/F1 - Leave Application Form

## 7.0 Appendix

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Nil