
MEMORANDUM

Memo No. : 14/2020

17 March 2020

To : All Employees

Cc : Mr. Timmy Ang, Chief Operating Officer

Ref. : Unrecorded Leave During The Movement Control Order

In compliance to the Movement Control Order (MCO) from 18.03.2020 till 31.03.2020, The Management has decided to treat the said period as unrecorded leave except for those employees who have their resignation accepted by The Management. However, employee have to be available at any point of time during these period in the event they are called back to work.

All employees need to limit their travel during the MCO and you are required to declare any of the following travel to your head of department:

1. **Going back to hometown**
2. **Traveling within Malaysia**
3. **Attending any gathering and etc**

Those employees who travel on the above category, you are require to apply annual leave as this will not be considered as unrecorded leave.

You are required to do self-declaration if you are were sick, be in contact with people who tested positive Covid-19 and/or been to any of the confirmed affected area/state.

Please be reminded that the unrecorded leave given by The Management is for employees to contain themselves from the outbreak.

The Management hope that the unrecorded leave will not be abused by the employee and to avoid the spread of the outbreak and most importantly to stay safe with your family members.

Thank you.

MEMORANDUM

Memo No. : 12/2020

17 Mac 2020

Kepada : Semua Pekerja

Cc : Mr. Timmy Ang, Chief Operating Officer

Per : Cuti Tanpa Rekod ketika Perintah Kawalan Pergerakan

Bagi mematuhi Perintah Kawalan Pergerakan bertarikh dari 18.03.2020 sehingga 31.03.2020, Pihak Pengurusan telah memutuskan untuk mengambil kira tempoh tersebut sebagai cuti tanpa rekod kecuali kepada pekerja-pekerja yang telah diterima perletakan jawatan mereka. Namun demikian, para pekerja perlu sentiasa bersedia untuk hadir ke tempat kerja pada bila-bila masa sekiranya dikehendaki dalam tempoh tersebut.

Semua pekerja perluengehadkan perjalanan mereka ketika “MCO” dan anda dikehendaki untuk mengisytiharkan sebarang perjalanan kepada ketua jabatan.

- 1. Pulang ke kampung halaman**
- 2. Perjalanan dalam negara**
- 3. Menghadiri sebarang perhimpunan dan sebagainya**

Pekerja yang membuat perjalanan berdasarkan kategori di atas, anda perlu memohon cuti tahunan kerana perkara ini tidak dikira sebagai cuti tanpa rekod.

Anda dikehendaki untuk mengisytiharkan diri anda sekiranya anda sakit, pernah berhubung dengan individu yang disahkan positif Covid-19 dan/atau pernah berada di kawasan/negeri yang didapati terjejas.

Sila ambil perhatian bahawa cuti tanpa rekod yang diberikan oleh Pihak Pengurusan kepada semua pekerja adalah untuk anda melindungi daripada wabak tersebut.

Pihak Pengurusan berharap semua pekerja tidak menyalahgunakan cuti tanpa rekod dan elakkan penyebaran wabak dan paling penting sekali untuk sentiasa kekalkan keselamatan bersama ahli keluarga anda.

Terima kasih.

Nota: Jika terdapat apa-apa percanggahan diantara versi Bahasa Inggeris dan Bahasa Malaysia, versi Bahasa Inggeris adalah dirujuk.