



GUIDELINE

Date : 19 December 2014

To : All KFHMB Employees
All KFHAM Employees
All KFH Labuan Employees

From : Human Capital

Re : **FURTHER CLARIFICATION ON WORKING HOURS POLICY AND
COMPENSATION FOR WORK DONE BEYOND NORMAL
WORKING HOURS**

Dear All,

We refer to our earlier circulars on strict adherence on working hours policy and revision of compensation for work done beyond normal working hours dated 10 December 2014 and 29 April 2014 respectively.

- 1) For those units / departments which practise staggered lunch hour due to requirement of the jobs, the Heads of Units / Departments are responsible for the monitoring of their staff's lunch break. Staff are to observe 1-hour lunch time as entitled.
- 2) We would also like to give further clarity on the working hours for staff who need to be called back at scheduled time outside the normal working hours to attend to planned / unplanned and event- triggered activities i.e. implementation support, disaster recovery testing or other system testing.

Hence, the applicable working hours and compensations are guided as follows:

Circumstances	Applicable Working Hours and Related Compensation		
	Less than 4 hours	4 hours to 6 hours	More than 6 hours
1. Staff are called back after normal working hours and going back / leaving the work site before 1:00 am	e.g. start at 11:00pm until 12:30 am Staff are required to report duty at 8:30 am on that day and eligible for Call Back allowance of RM50.	e.g. start at 8:00pm until 12:30 am Staff are required to report duty at 8:30 am on that day and eligible for Call Back allowance of RM100.	

2. Staff are called back after normal working hours and going back / leaving the work site between after 1:00 am to 3:00 am	e.g. start at 11:00pm until 1:30 am Staff are required to report duty at 10:00 am on that day and eligible for Call Back allowance of RM50.	e.g. start at 9:00pm until 2:30 am Staff are required to report duty at 10:00 am on that day and eligible for Call Back allowance of RM100.	
3. Staff are called back after normal working hours and going back / leaving the work site between after 3:00 am to 6:00 am	e.g. start at 1:00 pm until 4:30 am Staff are required to report duty at 2:00 pm on that day and eligible for Call Back allowance of RM50.	e.g. start at 11:00 pm until 4:00 am Staff are required to report duty at 2:00 pm on that day and eligible for Call Back allowance of RM100.	
4. Staff are called back after normal working hours and going back / leaving the work site after 6:00 am	e.g. start at 4:00 am until 7:30 am Staff are required to report duty at 2:00 pm on that day and eligible for Call Back allowance of RM50.	e.g. start at 3:00 am until 8:00 am Staff are required to report duty at 2:00 pm on that day and eligible for Call Back allowance of RM100.	e.g. start at 12:00 am until 8:30 am Staff are NOT required to report duty on that day and eligible for Call Back allowance of RM100.


In cases where staff are called back on an Off day / a Rest day / Public Holidays, staff are eligible for call back allowance of RM100 per day, regardless of the number of hours worked.

For the above mentioned circumstances, staff are required to input into the e-Time module (via eP2P system) stating the reasons for coming in late.

Should you need further clarification, please do not hesitate to contact the following HR personnel:

- 1) Tan SiewKeng (ext. 0039)
- 2) Punitha A/P Vengdasamy (ext. 0033)
- 3) Masitah Abdul Karim (ext. 0044)

Thank you.



NORA SHAH ABDUL WAHAB SHAH
Chief Corporate Affairs