



**PEMEGANG AMANAH YAYASAN KEBAJIKAN SSL STROK  
DAN PEMBANGUNAN MASYARAKAT BERDAFTAR**  
**修成林中風與社會發展福利基金**

(Ruj: LHDN.01/35/42/51/179-6.5432)

(P. Jaya) No: 13 & 16, Jalan 1/7 Seksyen 1, 46000 Petaling Jaya, Selangor Darul Ehsan. Tel: (603) 7782 4092  
(Puchong) Lot PT-39480, Jalan Industri PBP 3, Taman Industri, Pusat Bandar Puchong, 47100 Puchong, Selangor Darul Ehsan. Tel: (603) 5882 9181 Fax: (603) 5882 6255  
(Donation) Mailing Address: No: 7, Jalan 1/5 Seksyen 1, 46000 Petaling Jaya, Selangor Darul Ehsan.  
(Donation) Tel: (603) 7782 4092, 7782 7546 Fax: (603) 7783 7842  
Website: [www.sausenglum.com.my](http://www.sausenglum.com.my) Email: [management@sausenglum.org](mailto:management@sausenglum.org)



Ms. San Ee-Wann, Tashauna  
(I/C: 940504-10-5544)

Ref: YKSSLSPM/002/18  
Date: 22<sup>nd</sup> January 2018

30, Jalan USJ 3/1B,  
Subang Jaya 47600,  
Selangor Darul Ehsan.

Dear Ms. San,

**RE: OFFER OF APPOINTMENT AS PHYSIOTHERAPIST**

**PEMEGANG AMANAH YAYASAN KEBAJIKAN SSL STROK DAN PEMBANGUNAN MASYARAKAT BERDAFTAR** is pleased to offer you the position of **PHYSIOTHERAPIST** commencing **22<sup>nd</sup> January 2018**.

The terms and conditions governing your service with our Organisation are as follows:

**Remuneration**

RM 2,300 /= per month, paid monthly.

**Probation**

Your appointment will be subjected to a Six (6) months probationary period to enable the company to evaluate your performance and to access your suitability for the position.

Probationary period may be extended by not more than Six (6) months (hereinafter called 'the extended probationary period' and refusal by you to accept this offer of extension will be deemed as termination of the probationary appointment.

All confirmation of employment will be advised in writing.

**Termination of Service**

During the probation period, either party reserves the right to terminate this employment by giving seven (7) days' notice in writing or seven (7) days' payment in lieu of such notice. In addition, the employee shall be liable to compensate the Organisation the full amounts of following:-

- a) All in-house and external training fees
- b) Education programme fees
- c) Transport charges
- d) Food expenses
- e) Wages for on and off- job training
- f) Accommodation fees
- g) Other expenses incurred

Upon confirmation, either party may terminate the employment by giving 2 months' notice in writing or 2 months' salary in lieu thereof, except that in the event of serious misconduct on your part during your services, the Organisation reserves the right to terminate your services without notice.

**Working Hours**

Monday to Friday : 9:00 am - 5:00 pm; Lunch break : 1:00pm - 2:00pm  
Saturday : 9:00 am - 1:00 pm

The Organisation reserves the right to change the working hours and / or introduce shift work if it is deemed necessary.

You may be requested to work on a rest day by reason of Organisation's nature of works but it is upon the agreement between two parties. You will be granted another day as a rest day in substitution.

#### **Overtime**

You may be required to work overtime within the provision of the Employment Act and you shall not unreasonably refuse your consent to work. Overtime worked and the related compensation will follow regulations set in our Employee Handbook.

#### **Public Holidays**

You shall be entitled to paid holidays for not less than minimum of 11 (Eleven) gazetted Public Holidays in any one calendar year, five of which shall be:

- i. The National Day
- ii. The Birthday of the Yang Di-Pertuan Agong
- iii. The Birthday of the Ruler or the Yang Di-Pertua Negeri
- iv. Labour Day
- v. Malaysia Day

You will be granted a substitute rest day for work performed on a paid public holiday.

#### **Income Tax**

In accordance with the provisions of the Income Tax if you are liable to pay Income Tax.

#### **EPF & SOCSO**

You are required to contribute to the Employee Provident Fund and to the Social Security Organisation whereby such contribution will be deducted by the Organisation from your monthly salary in accordance with the EPF & SOCSO regulations.

#### **Annual Leave**

You are entitled to annual leave as follows:

<u>Year of service</u>	<u>No. of days</u>
Less than 3 years	14 days
3 years to 5 years	16 days
More than 5 years	18 days

Serving employees earn annual leave on a calendar year basis, proportionate to the number of months served in that year. The Organisation's policy is for employees to earn and utilize annual leave as they work, thus ensuring that there will be no accumulation.

#### **Sick Leave**

You are entitled to sick leave with pay in accordance with provisions of the Employment Act.

#### **Medical Benefits**

You shall be given medical treatment in accordance with provisions in the Organisation's circular on medical benefits.

#### **Transferability**

All employees are subject to transfer for service from one department of the Organisation within the Organisation in the Group to perform duties that may be assigned from time to time at the sole discretion of the firm.

#### **Disciplinary**

The Organisation reserves the right to terminate your employment at any time without prior notice or payment in lieu should you, in its opinion, commit one or more of the followings:-

- a) You are absent without leave application for 2 consecutive days.
- b) You are found guilty of misconduct after inquiry.
- c) You are wilful in subordination or non compliance with the terms of this letter or any lawful orders or instructions given by the Organisation.
- d) Incompetence or negligence in the performance of your duties.
- e) You are convicted for any criminal offence.
- f) If the employee is being certified by the registered medical practitioner that the employee is unfit to perform his / her job functions in the company.

g) Any other misconduct not listed in the Organisation's Employee Handbook but is classified by the Organisation as misconduct.

#### Retirement Age

The retirement age for the Company is 60 years old. You shall retire on your 60<sup>th</sup> birthday without payment whatsoever on gratuity or retirement benefits. If your service is still required by the Organisation after your 60<sup>th</sup> year of age, due consideration shall be given to employ you on a yearly contract basis.

#### Code of Conduct

You will be required to observe and adhere to the following:

- a) At all times faithfully and diligently to perform such duties and accept such responsibilities as may from time to time be assigned to you by the Organisation and at all times to promote and advance the interest of the Organisation.
- b) To obey and comply with all orders and directions given to you by the Organisation and faithfully observe all Organisation rules, regulations, practices, policies and procedures, whether expressed or implied, in respect of the Organisation's business.
- c) All information, materials, documents, plans, etc. handed to you in the course of your employment are property of the Organisation and should be returned to the Organisation on termination / resignation of your employment.

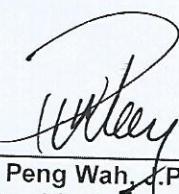
#### Other Employment

You shall not be engaged in other paid employment at any time, failing which will result in dismissal of service.

All other terms and conditions of employment will adhere to the Organisation's policy as set out in the latest version of Employee Handbook. Please sign and return the duplicate copy of this letter to signify your acceptance of our offer of employment.

On behalf of the Committee, I wholeheartedly welcome you on board our team, and look forward to your future contributions and growth in the Organisation.

Yours faithfully,

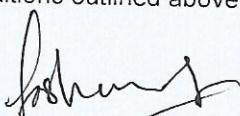


Wong Peng Wah, P.P  
Vice President

---

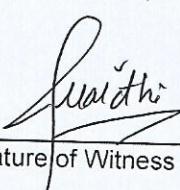
#### DECLARATION

I, SAN EE-WANN, TASHAUNA NRIC NO. 940504-10-5544  
hereby acknowledge that I have read, understood and accept the appointment upon the terms and conditions outlined above.



Signature of Employee

Date: 2/2/18



SENG LUM  
HR

Signature of Witness

Name: Low MEI LENG  
NRIC No: 90031393512  
Date: 2/2/18