

14 April 2019

Mr Ng Tze Wei  
944, Jalan 9, Kampung Valdor  
Sungai Bakap  
14200 Penang

Dear Mr Ng,

We refer to our interview with you on 31 December 2018 and 8 March 2019, we we are pleased to offer you the position of **PHYSIOTHERAPIST** on the following terms and conditions, commencing on 14 April 2019.

1. **SALARY**

Your basic salary will be ████████.00 per month on the salary scale of RM1,950.00 to a maximum of RM4,400.00 with a Hospital Service Allowance of RM190.00 per month plus a Cost of Living Allowance of RM100.00 per month.

2. **EPF AND SOCSO**

Contributions according to Government rates.

3. **HOURS OF WORK**

You shall work according to Loh Guan Lye & Sons Sdn Bhd (*Loh Guan Lye* **SPECIALISTS CENTRE**) roster as detailed by the Management or persons acting on its behalf. You may be required to be on call duty for emergencies and other contingencies. You will be entitled to a day off every week on any day of the week as set forth in the roster.

4. **JOB INSTRUCTIONS**

You will be required to carry out such duties and job functions as you may be instructed from time to time by the Management or persons acting on its behalf, and to the provisions of the job specifications which will be explained to you upon joining the Company.

5. **ANNUAL LEAVE AND PUBLIC HOLIDAYS**

You will be eligible for 18 days of annual leave per year and all gazetted public holidays. You may be required to work a normal day's work or part thereof on a public holiday. In such an event, you will be given a substituted day off in lieu.

However, if you were to resign before confirmation of employment, you shall be entitled to 8 days of annual leave per annum.

6. **PROBATIONARY PERIOD**

You shall serve a probationary period of six (6) months in the first instance. This may be extended for a period of three (3) months at the sole discretion of the Company. Staff will be notified in writing on confirmation of service.

## 7. NOTICE OF TERMINATION OF SERVICE

During or at the end of the probationary period or any extension thereof, employment may be terminated by either party giving twenty-four (24) hours' notice of termination and after confirmation, employment may be terminated by either party giving notice of termination as follows :

- i) four weeks' notice if the employee has been so employed for less than two years on the date on which the notice is given;
- ii) six weeks' notice if the employee has been so employed for two years or more but less than five years on such date;
- iii) eight weeks' notice if the employee has been so employed for five years or more on such date;

You are required to return / surrender all Company properties within 3 days from the date of your last working day with the Company, failing which the Company has a right to deduct the employee's remuneration whatever due to the Company.

## 8. INCREMENT

Your annual increment in salary, if any, is not automatic, and is granted at the sole discretion and approval of the Management, subject to the satisfactory performance of your work.

## 9. CONFIDENTIAL INFORMATION

You may have access to secrecy of confidential information of the Company and the patients of the Company in the course of your assigned duties. Such information is confidential and under the sole property of the Company and not to be disclosed to any third party nor taken out of the Company. Breach of this rule can result in disciplinary action against you.

## 10. MEDICAL BENEFITS

During or at the end of the probationary period or any extension, you are entitled to free out-patient services and a maximum of RM1,000.00 in-patient services.

Confirmed employees are entitled to free medical benefits by the Company's panel of doctors and subject to the terms and conditions as laid down in the Company Policy now in force. Should hospitalisation be required, it should be at Loh Guan Lye & Sons Sdn Bhd (Loh Guan Lye SPECIALISTS CENTRE) only. The following are not included in the benefits :

- i) Surgical appliances including spectacles.
- ii) Dental Treatment.
- iii) Infertility investigations and operations, plastic gynaecological operations.
- iv) Cosmetic and plastic surgery.
- v) Illness or injury caused by or as a result of the employee's own act of negligence, default or misconduct.

## 11. MEDICAL EXAMINATION

You will be required to undergo and pass a medical examination conducted by the Company's panel of doctors at the sole discretion of the Company whenever necessary.

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12. **OVERTIME**

If you are required to work overtime, which has been approved by the Management, you will be paid the rates as laid down in the Collective Agreement and the Employment Act, 1955.

13. **RETIREMENT**

The retirement age for all employees shall be 60 years.

14. **DISCIPLINE**

If you conduct yourself inappropriately or are guilty of misconduct, you may be discharged without notice, or paid a salary in lieu of notice. Misconduct includes drunkenness, theft, fighting, gambling, possession of weapons, all within the Company's premises, dishonesty, absence without leave or reason for two (2) consecutive days, habitual medical leave or any conduct likely to bring the Company or its employees into disrupt.

15. **TRANSFER**

An integral part of your terms of employment is that you shall be subject to transfer from one section / department within the Company at the sole discretion of the Company as and when deemed necessary.

16. **RULES AND REGULATIONS**

You are at all times subject to the Rules and Regulations and other administrative instruction which, may from time to time, be issued relating to the work, conduct and conditions of service of staff in Loh Guan Lye & Sons Sdn Bhd (*Loh Guan Lye* SPECIALISTS CENTRE).

If the terms and conditions contained in this Letter of Offer are acceptable to you, please sign and return the duplicate copy to us. Any subsequent change in any of the terms and conditions above will be notified to you in writing.

Yours sincerely,

**Loh Guan Lye & Sons Sdn Bhd**

(*Loh Guan Lye* SPECIALISTS CENTRE)

(Company No : 15761-M)



**ROSE L F BOO**

**SENIOR MANAGER HR & ADMIN**

(PHYSIO (M),DOC)

I, Ng Tze Wei, NRIC No. 940215-07-5115 confirm acceptance of the above terms and conditions of employment commencing on 14 April 2019 and I also declare that I do not suffer from any chronic illness.

Signature : 

Date : 14/4/19

RB/my

Loh Guan Lye & Sons Sdn Bhd (Company No. : 15761-M)

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