

CONTENTS

1.0 EXECUTIVES SUMMARY.....	1
2.0 SURVEY METHODOLOGY	15
3.0 PROFILE OF PARTICIPATING COMPANIES	23
4.0 FRINGE BENEFITS 33	
4.1 Leaves & Entitlement.....	35
4.1.1 Annual leave	35
4.1.1.1 Number of Days Required to Submit Annual Leave Application ...	49
4.1.2 Sick Leave (Non Hospitalisation and Hospitalisation)	58
4.1.2.2 Sick Leave (Hospitalisation) Entitlement	71
4.1.2.3 Average Number of Sick Leave (Non Hospitalisation) Taken From July 2015 to June 2016)	78
4.1.2.4 Average Number of Sick Leave (Hospitalisation) Taken From July 2015 to June 2016)	86
4.1.3 Prolonged Illness Leave	94
4.1.3.1 Provision of Prolonged Illness Leave	94
4.1.3.2 Number of Days of Paid Prolonged Illness Leave	102
4.1.3.3 Average No. of Prolonged Illness Leave Taken from July 2015 to June 2016	109
4.1.3.4 Types of Sickness Covered Under Paid Prolonged Illness Leave	116
4.1.4 Maternity Leave	117
4.1.4.1 Provision of Paid Maternity Leave	117
4.1.4.2 Average No. of Paid Maternity Leave Taken from July 2015 to June 2016	124
4.1.5 Paternity Leave	132
4.1.5.1 Provision of Paid Paternity Leave	132
4.1.5.2 Entitlement of Paid Paternity Leave (No. of Days)	140
4.1.5.3 Average No. of Days of Paid Paternity Leave Taken from July 2015 to June 2016	146
4.1.6 Marriage Leave	154
4.1.6.1 Provision of Paid Marriage Leave	154
4.1.6.2 Entitlement of Paid Marriage Leave (No. of Days)	162
4.1.6.3 Average No. of Days of Paid Marriage Leave Taken from July 2015 to June 2016	168
4.1.6.4 Provision of Marriage Gift/ Token	176

Contents

4.1.7	Bereavement/ Compassionate Leave	187
4.1.7.1	Provision of Paid Bereavement/ Compassionate Leave	187
4.1.7.2	Entitlement (No. of Days) of Paid Bereavement/ Compassionate Leave	187
4.1.7.3	Average No. of Days of Paid Bereavement/ Compassionate Leave Taken From July 2015 to June 2016	198
4.1.8	Calamity Leave	206
4.1.8.1	Provision of Paid Calamity Leave	206
4.1.8.2	Entitlement (No. of Days) of Paid Calamity Leave	206
4.1.8.3	Average No. of Days of Paid Calamity Leave Taken From July 2015 to June 2016	217
4.1.9	Study/ Examination Leave	225
4.1.9.1	Provision of Paid Study/ Examination Leave	225
4.1.9.2	Entitlement (No. of Days) of Paid Study/ Examination Leave	225
4.1.9.3	Average No. of Days of Paid Study/ Examination Leave Taken From July 2015 to June 2016	236
4.1.10	Pilgrimage Leave	246
4.1.10.1	Provision of Paid Haj Pilgrimage Leave & Paid Non-Haj Pilgrimage Leave	246
4.1.10.2	Entitlement (No. of Days) of Paid Haj Pilgrimage Leave & Paid Non-Haj Pilgrimage Leave	247
4.1.10.3	Average No. of Days of Paid Haj Pilgrimage Leave	248
4.2	Medical Benefits.....	275
4.2.1	Provision of Medical Benefits	
4.2.1.1	Provision of Medical Benefits to Executives & Non Executives ..	275
4.2.1.2	Provision of Medical Benefits to Executives' & Non Executives' Dependants	285
4.2.2	Average Medical Expenses Paid By Companies Per Employee for Outpatient (Non Hospitalisation) and In-patient (Hospitalisation) Treatments in Period July 2015 - June 2016.....	293
4.2.2.1	Average Outpatient (Non Hospitalisation) Treatment Expenses in RM Per Executive in Period July 2015 - June 2016	293
4.2.2.2	Average In-patient (Hospitalisation) Treatment Expenses in RM Per Executive in Period July 2015 - June 2016	293
4.2.2.3	Average Outpatient (Non Hospitalisation) Treatment in RM Per Non Executive in Period July 2015 - June 2016	302
4.2.2.4	Average In-patient (Hospitalisation) Treatment in RM Per Non Executive in Period July 2015 - June 2016	302

4.2.3	Outpatient Medical Consultation and Treatment Benefits	311
4.2.3.1	Types of Clinic That Employees Can Visit to Seek for Outpatient Medical Consultation and Treatment	311
4.2.3.2	Payment for Outpatient Medical Consultation and Treatment Expenses	329
4.2.3.3	Limit on Outpatient/ Non Hospitalisation Medical Consultation and Treatment Expenses	347
4.2.3.4	Medical Insurance Coverage on Outpatient/ Non Hospitalisation Medical Consultation and Treatment Expenses	362
4.2.3.5	Limit on Outpatient/ Non Hospitalisation Medical Consultation and Treatment Expenses for Employees' Dependants	377
4.2.4	In-patient/ Hospitalisation and Surgical Benefits	392
4.2.4.1	Types of Hospital to Seek for In-patient/ Hospitalisation and Surgical Treatment	392
4.2.4.1A	Payment for Inpatient/ Hospitalisation and Surgical Treatment Expenses	406
4.2.4.2	Limit on In-patient/ Hospitalisation and Surgical Treatment Expenses	419
4.2.4.3	Group Hospitalisation and Surgical Insurance - Premium & Coverage	432
4.2.4.4	Hospitalisation and Surgical Benefits for Employees' Dependants	457
4.2.4.5	Ward Entitlement for Employees at Private & Government's Hospitals	495
4.2.4.6	Limit of Ward Charges (RM/Day)	509
4.2.4.7	Critical Illness Treatment	516
4.2.4.8	Dental Benefits	527
4.2.4.9	Optical Benefit	538
4.3	Insurance	545
4.3.1	Types of Insurance Provided for Employees	547
4.4	Allowances & Reimbursements	635
4.4.1	Provision of Monthly Transport Allowance/ Mileage Reimbursement	637
4.4.1.1	Amount of Fixed Monthly Transport/ Travelling Allowance (RM/Month)	650
4.4.1.2	Car Mileage Reimbursement (RM/Km)	650
4.4.1.3	Motor Mileage Reimbursement (RM/Km)	651
4.4.1.4	Petrol Card Allowance (RM/Month)	651
4.4.1.5	Vehicle Maintenance (RM/Month)	652

Contents

4.4.2	Provision of Monthly Toll Allowance or Reimbursement	682
4.4.3	Outstation/ Subsistence Allowance/ Reimbursement (Within Malaysia) ...	703
4.4.4	Overseas Business Trip Allowances	738
4.4.5	Shift Allowance	773
4.4.6	Overtime (OT) Meal Allowance	785
4.4.7	Fixed Business Entertainment Allowance	795
4.4.8	Fixed Monthly Housing Allowance/ House Rental/ Accommodation	809
4.4.9	Transfer/ Relocation Allowance	816
4.4.10	Call-Back Allowance	820
4.4.11	Acting Allowance	824
4.4.12	Cost of Living Allowance (COLA)	829
4.4.13	Monthly or Daily Attendance Allowance	833
4.4.14	Uniform or Laundry Allowance	840
4.4.15	Meal Subsidy or Meal Allowance	847
4.5	Loans	855
4.5.1	Provision of Loans to Employees	857
4.5.2	Types of Loans to Employees	857
4.5.3	Interest Rate Imposed on Loans to Employees	859
4.5.4	Maximum Repayment Period for Loans to Employees	860
4.5.5	Maximum Amount of Loans in RM, Percentage of Property Value (%) and Months of Basic Salary (Month) for Employees	861
4.5.5.1	Maximum Amount of Personal Loan	861
4.5.5.2	Maximum Amount of Car Loan	862
4.5.5.3	Maximum Amount of Motorcycle Loan	863
4.5.5.4	Maximum Amount of Housing Loan	864
4.5.5.5	Maximum Amount of Computer Loan	865
4.5.5.6	Maximum Amount of Study Loan	866
4.5.5.7	Maximum Amount of Other Loans	867

4.6 Retirement Age & Retirement Benefits	887
4.6.1 Provision of Ealy Retirement Age (Before 60 years old)	889
4.6.2 Retirement Benefits	897
4.7 Retrenchment Benefits	915
4.7.1 Provision of Retrenchment Benefits	917
4.8 Other Types of Benefits	927
4.6.1 Provision of Ealy Retirement Age (Before 60 years old)	889
4.8.1 Provision of Car Park/ Car Park Subsidy	929
4.8.2 Provision of Transportation (Bus/ Van/ Car) for Non Executives	938
4.8.3 Provision of Long Service Award	942
4.8.4 Provision of Mobile/ Handphone Benefits	947
4.8.5 Reimbursement of Internet or Broadband Bill	955
4.8.6 Provision of Club Membership	963
4.8.7 Provision of Employee Share Option Scheme (ESOS)	968
4.8.8 Provision of Free Overseas Holiday	975
4.8.9 Company Sponsorship for Employee’s Education	982
5.0 LIST OF PARTICIPATING COMPANIES	989