

Policy Implementation Guideline: Extended Maternity Leave

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EXTENDED MATERNITY LEAVE

I. Definition

Maternity leave option offered to all expectant and post-natal mothers beyond what is legally required. Note: ***(Note: On 21 March 2022, the Dewan Rakyat approved the amendments to the Employment Act 1955 of 98 days of paid maternity leave)***

II. Important Considerations:

- Eligibility, rules and regulations to utilise extended maternity leave option must be clearly defined within the policy prior to implementation.
- The extended maternity leave policy should be reviewed at least once per year.
- Supervisor and HR may edit or discontinue the policy if it no longer meets business needs.

III. Policy Guidelines:

- **Eligibility:** All full time and part time female employees who are seeking for extension of maternity leave due to health issue or caregiving responsibility.

- **Application and Approval Process:**

A typical application process for maternity leave.

- a. Eligible female employees intending to apply for extended maternity leave should discuss their intentions with their immediate supervisor prior to the expected birth of the child.
- b. Employees should receive the necessary approval prior to commencing the arrangement.

A formal approval process is required for each individual application that considers:

- a. Employee's eligibility.
- b. Total duration of leave.
- c. Access to data or sensitive information while away from work.
- d. Clear communication of expectations.

- **Review of Extended Maternity Leave:**

- a. The extended maternity leave must be reviewed regularly to determine it meets business needs.
- b. Supervisor and HR may edit or discontinue the policy if it no longer

meets business needs.

- **Expectations of Employees on Extended Maternity Leave:**

- a. Employees and HR must agree to scheduled checkpoints during the extended maternity leave to discuss their expectations and available options returning to work as a new parent.

- **Rewards and Salary:**

There might be impact to compensation and benefits for employees on extended maternity leave i.e., partially paid, or unpaid if the leave is granted for an extended period of time. The Benefits & Compensation Team should be contacted in order to clarify any related questions as a result of the employee being on extended maternity leave.

- **Performance Management:**

The employer's standard performance management process will apply. However, the employee's performance will only take into consideration the time served during the business year.

Checklist for Employers:

- ☐ Define workforce impacted and employee eligibility.
- ☐ Define the differences between statutory and extended maternity leave.
- ☐ Update existing policy.
- ☐ Determine updated compensation scale if necessary.
- ☐ Receive request from eligible employees and their timeline notification of the intention to go on extended maternity leave.
- ☐ Confirm eligibility and confirm entitlement to employee.
- ☐ Confirm leave period with employee.
- ☐ Discuss and arrange with employer on method and frequency for staying in touch while on extended maternity leave.