



馬來西亞基督教衛理公會 砂拉越華人年議會
SARAWAK CHINESE ANNUAL CONFERENCE (SCAC)
THE METHODIST CHURCH IN MALAYSIA
PERSIDANGAN TAHUNAN CINA SARAWAK GEREJA METHODIST MALAYSIA

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5. Welfare

- 5(a) School fee (except miscellaneous fee) will be exempted for children of teachers or principal studying in the kindergarten.
- 5(b) Reimbursement for medical consultation fee
 - not more than RM50.00 per consultation
 - not more than RM200.00 per year
- 5(c) Not more than 10 days sick leave (doctor's certification required) in a year.
- 5(d) Maternity leave is 60 calendar days (subject to Labour Law requirement).
- 5(e) 3 days compassionate leave for funeral of direct family members.
- 5(f) Two sets of uniform will be provided.

6. Termination of service contract.

- 6(a) An employee wishing to terminate this service contract half way should give three month notice or three month salary in lieu of notice.
- 6(b) If the employer wishes to terminate this service contract, the same requirement as in 6(a) applies.
- 6(c) The employer may terminate the service without compensation under the following circumstances:
 - I. a teacher intentionally disobeys the instruction given by the principal
 - II. the behaviour of a teacher is improper, undignifying or dishonest.
 - III. frequently neglecting his/her duties
 - IV. absence without reason
 - V. violating the service conditions.

7. Confidentiality

While in service, the employee should keep as confidential the policy, finance, taxation and personal information of all students.

Chairman

Board of Management

Date:

(to be acknowledged by employee and returned)

I have read the letter of appointment and agree to the conditions therein.

(Signed by employee)

Name:

Date: