ELECTRONIC LEAVE TRAINING GUIDE - USER

LEAVE MANAGEMENT SYSTEM (LMS)

PREPARED BY

IBASE TECHNOLOGY PRIVATE LIMITED

Version 1.0 Dated 01 May 2005
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1 Overview

The BMS Leave Management System (LMS) is an easy-to-use and efficient full web-based application to replace the previous LMS that was developed in 1999.

The new LMS streamlines communication between the HR and every individual staff and facilitates a simple-to-use yet efficient system to manage all employee leave matters.

At the same time, the LMS ensures that all leave application and request are accurately accounted so that staffs can apply, approve and view leave records without the hassle and delay through admin staffs – it’s all at a few mouse click anytime, anywhere with broadband Internet access.

The minimum system requirement is any Windows-based computer (or PC notebook) that can run Microsoft Internet Explorer 5.5 and above efficiently on any broadband connection (512Kbps and above).

The new LMS has the many features that benefit the staffs:

- **Fast & Efficient**, the improved leave system has further streamlined the leave application/approval workflows such that it is much more convenient for staff make leave application and managers to approve.
- **Easy-to-Use**, the new LMS is specifically designed to be intuitive so that the system is very easy to learn and use by the administrators, approving offices and applicants.
- **Real-Time Information**, the new LMS operates on Real-Time whereby information is updated instantly whenever a leave transaction is completed. As such, all staff can check instantly who’s on leave, applying for leave or other status, etc.
- **Supports All Leave Types**, the new LMS is designed to support all existing leave types in the organization. All history leave records are tabulated automatically and archived securely in the system.
- **Integrates with HR, Time and Payroll System**, the new LMS is seamlessly integrated to the BMS to become 1 single system.
- **Single Sign-On**, there is no need to log into the new LMS again once user has already logon onto the Intranet. *(Depending on company Intranet Policy)*
2 Workflow

Applicant consults RO and CO of intended leave dates

Applicant accesses eLeave system to file a leave application. Leave balance/eligibility are computed by the system

Applicant specifies intended leave dates. Select Approver, RO and CO. Submits application.

eLeave system will generate emails to Approver, RO and CO.

Approver approves or rejects leave application

eLeave system will generate emails to inform applicant, RO and CO.

Leave records are electronically updated in the eLeave system.

Applicant submits supporting documents to HR directly (where applicable)
3 Get Started

Logon to http://www.bmsonline.sg

Fig 1. http://www.bmsonline.sg

To access the system, just follow the steps below to login

Step 1. Enter your company id.
Step 2. Enter your login id
Step 3. Enter your password
Step 4. Click on 'Submit' button to login

Note: Please check with HR if you do not have all the detail
4 eLeave System

4.1 Access the Leave System

1. On the left hand side panel, click Leave Application

![Fig 2. Main Screen](image)

2. After clicking on the leave application, the following screen will appear:

![Fig 3. Leave Application Main Screen](image)
### 4.2 Apply Leave

Under the left hand side of the leave application screen:

![Apply Leave Screen]

**Step 1.** Choose the leave type by clicking on the drop-down list box. The default type is Vacation Leave (AL).

**Fig 5. Leave Type**

- Vacation Leave (AL)
- Compassionate Leave (COM)
- Exam Leave (EXM)
- Maternity Leave (MAT)
- Medical Leave (Hospitalisation) (MCH)
- Medical Leave (Outpatient) (MC)
- Non-Certified Sick Leave (UMC)
- Unconditional Childcare Leave (UCL)

**Step 2.** Key in or choose the Leave Period. Click on the icon to display the calendar.

**Fig 6. Calendar**

Click on the “>” for forwarding a month or “<” for the previous month.
Click on “>>” for forwarding a year or “<<” for backwarding a year.

Click on the date in the calendar to choose the date.

Step 3. Choose the “time” (AM or PM).
   a. Select AM to AM if you are applying for half day morning leave
   b. Select PM to PM if you are applying for half day afternoon leave
   c. Select AM to PM if you are applying for 1 day leave

You may apply leave that crosses the weekend within one application and the system will calculate the number of days accordingly. To find out the number of days for the selected period, just click on the leave calculator icon beside the leave period. You will see the following pop-up window.

![Leave Calculator](http://localhost/devBMS_VER7/eLeave/d/WebUI/leave_calculator_apply.as...)

**Leave Calculator**

- **Leave Scheme**: G01
- **Employment Period**: 10/07/2007 - Present

**Summary of Calculation**

- **Leave Type**: Annual Leave
- **Leave Period**: 27/03/2008AM to 27/03/2008PM
- **Total Day(s)**: 1

**Fig 7. Leave Calculator**
Step 4. Click on the icon to select the Approver. You may select the proxy approver if your approver is away. You may enter the approver name or department on the “Staff Name” and “Department” text box respectively to narrow down the search results.

**APPROVER SEARCH**

<table>
<thead>
<tr>
<th>Staff Name (Contains)</th>
<th>Department (Contains)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search Results: 3 record(s) found!

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>G B Sthar s/o G Balakrishan</td>
<td>Change Mgmt</td>
</tr>
<tr>
<td>Lim Neo Choo</td>
<td>Dy Chmn &amp; CE's office</td>
</tr>
<tr>
<td>(Proxy) Yong Yeun Choo</td>
<td></td>
</tr>
<tr>
<td>Quick Miaw Noh, Shirley</td>
<td>Human Resource &amp; Organisational Change</td>
</tr>
</tbody>
</table>

![Fig 8. Approver search and selection](image)

Step 5. Click on the icon to select the Reporting Officers. You may select more than one RO. You may enter the reporting officer name or department on the “Staff Name” and “Department” text box respectively to narrow down the search results.

**REPORTING OFFICER SEARCH**

<table>
<thead>
<tr>
<th>Staff Name (Contains)</th>
<th>Department (Contains)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Search Results: 483 record(s) found!

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdul Rahman Bin P Mohideen</td>
<td>Legislative Framework</td>
</tr>
<tr>
<td>Abu Hossain Hafizy</td>
<td>Events &amp; Entertainment Clusters Development</td>
</tr>
<tr>
<td>Adam Timotheus Edy Paulus</td>
<td>Technology Devt</td>
</tr>
<tr>
<td>Alimah Noor</td>
<td>Research &amp; Statistics</td>
</tr>
<tr>
<td>Ang Ah Seng</td>
<td>Corp Support Svs</td>
</tr>
</tbody>
</table>

![Fig 9. Reporting Officer search and selection](image)
Step 6. (Optional) Click on the icon to select the Covering Officers. You may select more than one CO. You may enter the covering officer name or department on the “Staff Name” and “Department” text box respectively to narrow down the search results.

### COVERING OFFICER SEARCH

<table>
<thead>
<tr>
<th>Staff Name (Contains)</th>
<th>Department (Contains)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abdul Rahman Bin P Mohddeen</td>
<td>Legislative Framework</td>
</tr>
<tr>
<td>Abu Hasan Elhadj</td>
<td>Events &amp; Entertainment Clusters Development</td>
</tr>
<tr>
<td>Adam Timol DJ Edy Paulus</td>
<td>Technology Devi</td>
</tr>
<tr>
<td>Alimah Neamat</td>
<td>Research &amp; Statistics</td>
</tr>
<tr>
<td>Ang Ah Sang</td>
<td>Corp Support Sys</td>
</tr>
</tbody>
</table>

*Fig 10. Covering Officer search and selection*

Step 7. Select the destination option. Key in the address for overseas selection.

Step 8. (Optional) Key in any remark.

Step 9. If you do not wish to submit this application, click “Save as Draft” to save this application. Otherwise click on “Submit” to submit this application for approval.

Step 10. A message box will pop up informing you the application detail for confirmation.

*Fig 11. Confirmation of leave application*

Step 11. Click OK to proceed or Cancel to edit the leave application.

Step 12. Upon successful submission, the system will pop up the following pending approval screen.
NOTE: There are rules and policies in governing the validity and calculation of a leave application. Please refer to the HR guidelines for the rules and policies, should your leave application is not successful.

Step 13. Once the leave is approved or rejected, the employee will receive an e-mail informing them of the outcome.

Tips:

Double click on the name of the reporting officer or covering officer to remove it from the list box.
4.3 Editing and Submitting Draft Applications

1. On the top of the leave application screen, select the draft application you want to edit. Then, click on "Retrieve" button.

![Draft Application Selection](image)

Fig 13. Draft Application Selection

2. Make the necessary editing and click "Submit" to submit the draft application for approval.

![Leave Application Screen](image)

Fig 14. Leave Application Screen
4.4 Leave History

To view leave history, click on the Leave History link on the left panel.

After clicking on the Leave History link, the following screen will appear.

1. **View History of**: Allow the user to view his/her own or his/her subordinates' leave history.
2. **Leave Status**: Allow the user to filter leave history by leave status.
3. **Leave Date Range**: Allow the user to filter leave history by date.
4. **Leave Type**: Allow the user to filter leave history by leave type.
5. **Sort**: Allow the user to sort leave history by selected column.
6. **Retrieve**: Click on this button to retrieve leave history.
7. **Download to excel**: Allow the user to download current page into excel format.
8. **Print this page**: Allow the user to print current page.

### Pending For Approval

<table>
<thead>
<tr>
<th>Print</th>
<th>Leave Type</th>
<th>Date Applied</th>
<th>Leave Period</th>
<th>Taken</th>
<th>Leave Status</th>
<th>Remarks</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>![ ]</td>
<td>Unconditional Childcare Leave</td>
<td>03/04/2007 4:11 PM</td>
<td>02/05/2007 AM to 02:05/2007 PM</td>
<td>2.0</td>
<td>Pending for G B Shalini &amp; G Balakrishnan approval</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total**: 7.0

**Total**: 2.0
### Approved

<table>
<thead>
<tr>
<th>Print</th>
<th>Leave Type</th>
<th>Date Applied</th>
<th>Leave Period</th>
<th>Taken</th>
<th>Leave Status</th>
<th>Remarks</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vacation Leave (Pending Approval)</td>
<td>27/03/2007 11:11:14 AM</td>
<td>28/03/2007 AM to 29/03/2007 AM</td>
<td>1.5</td>
<td>Approved by G B Senthil s/o G Balakrishnan on 27/03/2007 11:15:00 AM</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

Total: 1.5

<table>
<thead>
<tr>
<th>Print</th>
<th>Leave Type</th>
<th>Date Applied</th>
<th>Leave Period</th>
<th>Taken</th>
<th>Leave Status</th>
<th>Remarks</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Telecommuting Leave</td>
<td>27/03/2007 11:25:51 AM</td>
<td>27/03/2007 AM to 27/03/2007 PM</td>
<td>1.0</td>
<td>Approved by G B Senthil s/o G Balakrishnan on 27/03/2007 11:37:00 AM</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print</th>
<th>Leave Type</th>
<th>Date Applied</th>
<th>Leave Period</th>
<th>Taken</th>
<th>Leave Status</th>
<th>Remarks</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Telecommuting Leave</td>
<td>27/03/2007 11:29:51 AM</td>
<td>09/03/2007 AM to 09/03/2007 PM</td>
<td>1.0</td>
<td>Approved by G B Senthil s/o G Balakrishnan on 27/03/2007 11:37:00 AM</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

Total: 2.0

### Cancelled/Rejected

<table>
<thead>
<tr>
<th>Print</th>
<th>Leave Type</th>
<th>Date Applied</th>
<th>Leave Period</th>
<th>Taken</th>
<th>Leave Status</th>
<th>Remarks</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Child Sick Leave</td>
<td>03/04/2007 3:37:20 PM</td>
<td>09/04/2007 AM to 13/04/2007 PM</td>
<td>5.0</td>
<td>Cancelled by Hn Mie Nee on 03/04/2007 4:11:00 PM</td>
<td>☑</td>
<td></td>
</tr>
</tbody>
</table>

Total: 5.0

### Saved/Draft

<table>
<thead>
<tr>
<th>Print</th>
<th>Leave Type</th>
<th>Date Applied</th>
<th>Leave Period</th>
<th>Taken</th>
<th>Leave Status</th>
<th>Remarks</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vacation Leave</td>
<td>27/03/2007 10:43:43 AM</td>
<td>13/03/2007 AM to 27/03/2007 PM</td>
<td>(0.0)</td>
<td></td>
<td></td>
<td>☑</td>
</tr>
</tbody>
</table>

Total: (0.0)

Fig 15. Leave History Table

1. **Print**: Click on 🖨 icon to print leave form
2. **Leave Type**: Type of leave applied
3. **Date Applied**: Date and time of the leave application
4. **Leave Period**: Period of leave applied
5. **Taken**: Duration of leave taken for that particular leave application
6. **Leave Status**:  
   - **Approved** – Leave is approved  
   - **Pending** – Leave is pending for Approval  
   - **Updated** – Leave is updated by HR Admin  
   - **Cancelled** – Leave is cancelled  
   - **Rejected** – Application of leave is rejected
7. **Remarks**: Remarks of the leave application
8. **Delete**: Click on check box to delete draft copy
4.5 **Canceling Leave Records**

Leave can be cancelled when the leave status is "pending for approval". If the leave status is "approved", the leave cancellation application will be routed to the approving officer for approval.

1. **Click on the Leave History link on the left panel**

   ![Leave System Menu]

   After clicking on the Leave History link, the following screen will appear

   ![Fig 17. Leave record pending for approval]

2. **Check the box to select the leave to be cancelled.**

3. **Key in the reason for cancellation. (Optional)**

   ![Fig 18. Leave Cancellation Reason Script Prompt]
(4) Click OK to continue or cancel to abort the operation.

Fig 19. Leave Cancellation Successful

(5) The cancellation record will be displayed as follows:

<table>
<thead>
<tr>
<th>Cancelled/Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
</tr>
<tr>
<td>☒</td>
</tr>
</tbody>
</table>

Fig 20. Cancellation status recorded in the leave history

4.6 Amending Leave Records

You can only amend the duration, Approver, RO and CO of a Leave Application that is in "Pending Approval" status that is within the current calendar year. All amended leave will be routed to HOD for approval.

(1) Click on the Leave History link on the left panel

After clicking on the Leave History link, the following screen will appear

Fig 21. Leave record pending for approval
(2) Click on the icon to amend the leave record.

(3) Make the necessary amendment and click “Submit” to submit the amended application for approval.

4.7 Leave Report

To view leave report, click on the Leave Report link on the left panel

After clicking on the Leave Report link, the following screen will appear

**Leave Report**

<table>
<thead>
<tr>
<th>View Report of</th>
<th>Leave Type</th>
<th>Year</th>
<th>Retrieve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myself</td>
<td>– Any –</td>
<td>2007</td>
<td></td>
</tr>
</tbody>
</table>

1. **View Report of:** Allow the user to view his/her own or his/her subordinates leave report.

2. **Leave Type:** Allow the user to filter leave report by leave type

3. **Year:** Allow the user to filter leave report by calendar year

4. **Retrieve:** Click on this button to retrieve leave report

5. **Download to excel:** Allow the user to download current page into excel format

6. **Print this page:** Allow the user to print current page

**Fig 22. Leave Report Search**

1. **Carry forward:** Number of days carried forward from last year.

2. **Entitlement:** Number of day entitled for current year.

3. **Taken on or before <Date>:** Number of days taken on or before the current date.
(4) **Taken after <Date>:** Number of days taken after the current date.

(5) **Full Year Entitlement** = Number of day entitled for current full year

(6) **Balance as at <Date>** = (1) + (2) – (3)

(7) **Actual Balance** = (5) – (4)

---

<table>
<thead>
<tr>
<th>Entitlement Base Leave Type</th>
<th>Leave Type</th>
<th>Entitlement</th>
<th>Taken</th>
<th>Pending</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Sick Leave</td>
<td>10.0</td>
<td>0.0</td>
<td>5.0</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>Exam Leave</td>
<td>12.0</td>
<td>0.0</td>
<td>0.0</td>
<td>12.0</td>
<td></td>
</tr>
<tr>
<td>Maternity Leave</td>
<td>84.0</td>
<td>0.0</td>
<td>0.0</td>
<td>84.0</td>
<td></td>
</tr>
<tr>
<td>Medical Leave (Hospitalisation)</td>
<td>60.0</td>
<td>0.0</td>
<td>0.0</td>
<td>60.0</td>
<td></td>
</tr>
<tr>
<td>Medical Leave (Outpatient)</td>
<td>30.0</td>
<td>0.0</td>
<td>0.0</td>
<td>30.0</td>
<td></td>
</tr>
<tr>
<td>Non-Certified Sick Leave</td>
<td>3.0</td>
<td>0.0</td>
<td>0.0</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>Uncalendrical Childcare Leave</td>
<td>2.0</td>
<td>0.0</td>
<td>0.0</td>
<td>2.0</td>
<td></td>
</tr>
</tbody>
</table>

Fig 24. Entitlement Base Leave Type Analysis

1. **Leave Type:** Type of leave entitled.
2. **Entitlement:** No of day entitled for the year
3. **Taken:** No of day taken for the year
4. **Pending:** No of day pending approval for the year
5. **Balance:** No of day balance for the year (Entitlement – Taken – Pending)

---

<table>
<thead>
<tr>
<th>Leave History</th>
<th>Leave Type</th>
<th>From</th>
<th>To</th>
<th>Taken</th>
<th>Leave Status</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Vacation Leave</td>
<td>20/03/2007 AM</td>
<td>25/03/2007 AM</td>
<td>1.5</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telecommuting Leave</td>
<td>09/03/2007 AM</td>
<td>09/03/2007 PM</td>
<td>1.0</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telecommuting Leave</td>
<td>27/03/2007 AM</td>
<td>27/03/2007 PM</td>
<td>1.0</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total:</td>
<td></td>
<td></td>
<td></td>
<td>2.0</td>
<td></td>
</tr>
</tbody>
</table>

Fig 25. Detail Leave History

1. **Leave Type:** Type of leave taken.
2. **From:** Start of leave
3. **To:** End of leave
4. **Taken:** Total no. of days taken
5. **Leave Status:** Status of leave taken
6. **Remarks:** Remarks of leave taken
4.8 **Leave Calendar**

To view leave calendar, click on the Leave Calendar link on the left panel.

After clicking on the Leave Calendar link, the following screen will appear

**Leave Calendar**

Select different Leave Chart option to view the calendar.

a. **myself** - will display all your leave taken for the month.

b. **my subordinates** - will display all your subordinate’s leave taken for the month.

c. **my department** - will display all the staff leave taken for the month of your department.
4.9 **Viewing Staff on Leave**

To view staff on leave, click on the Staff on Leave link on the left panel.

After clicking on the Leave Report link, the following screen will appear:

![Staff on Leave](image)

1. **Staff Name (Contains):** Allow the user to narrow down the search by entering the staff name.
2. **Division/Department:** Allow the user to narrow down the search by entering the staff division/department.
3. **Leave Date Range:** Allow the user to narrow down the search by entering the leave date
4. **Sort:** Allow the user to sort the results by selected column.
5. **Retrieve:** Click on this button to retrieve list of staff that was/were on leave

The default display will show all the staff on leave from current date. You may define the search/display by filtering to a specific staff, department or leave date range.

Search Results: 2 record(s) found

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Division/Department</th>
<th>Leave Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheng Hwee Chan</td>
<td>Business Development (Cluster 8)</td>
<td>From 11 Aug 2006 AM To 10 Aug 2007 PM</td>
</tr>
<tr>
<td>Lim Long Lee</td>
<td>HR Mgmt</td>
<td>From 01 Jun 2007 AM To 30 Jun 2007 PM</td>
</tr>
</tbody>
</table>

![Staff on Leave](image)
4.10 Approving/Rejecting Leave Applications (For Leave Approver and Proxy)

To view leave pending your approval, click on the Leave Approval link on the left panel.

After clicking on the Leave Approval link, the following screen will appear

![Leave Approval Screen](Fig 29. Leave Approval Screen)

Note: No record will be displayed if there is no leave pending for approval

(1) To approve the application, click on the “Approve” radio button. Optionally you may put some remarks under the textbox.

(2) To reject the application, click on the “Reject” radio button. Optionally you can put some remarks/reasons under the textbox.

(3) Click on “Pending” radio button if you do not want to approve or reject the application.

(4) Click “Approve / Reject Leave” to approve or reject the leave application.

(5) Once approved or rejected, an e-mail will be sent to the staff informing them of
4.11 Maintaining your Proxy List (Only applicable to Approver)

To maintain your proxy list, click on the My Proxy List link on the left panel.

After clicking on the My Proxy List link, the following screen will appear:

Fig 30. My Proxy List Screen

1. Click on the icon to select the staff that you want to add as a proxy
2. Click “Update” button to save the selection or “Reset” to clear the selection
3. Tick “Proxy Approver” to set the officer as proxy approver
4. Tick “Authorise Access” to allow officer to apply leave on behalf or access your leave history and report
5. If you wish to delete any proxy, tick the check box to delete
5 Verification of Documents

For application of the following leave types, officer has to submit relevant documents to HR for verification:

<table>
<thead>
<tr>
<th>Leave Type</th>
<th>Document Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriage leave</td>
<td>Marriage Certificate</td>
</tr>
<tr>
<td>Maternity leave</td>
<td>Maternity Leave Medical Certificate</td>
</tr>
<tr>
<td></td>
<td>Child Birth Certificate</td>
</tr>
<tr>
<td>Paternity leave</td>
<td>Child Birth Certificate</td>
</tr>
<tr>
<td>Medical leave</td>
<td>Medical Certificate</td>
</tr>
</tbody>
</table>

6 Contact us/Helpdesk

6.1 Technical Helpdesk

Tel: (65) 65572516  
Fax: (65) 65572517  
Email: support@ibase.com.sg

6.2 Operating Hours

Monday to Friday, 9am to 6pm. (Excl. Public Holidays)