

Relocation Policy

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Employee Transference Procedure:

This policy aims to regulate employee transference process to be systematic, transparent and based on justified reasons.

1. Employee who is intending to work in a different department/unit should fill and sign the Employee transference form.
2. The Transference Form must be approved by his current department head.
3. If approved, the employee should get the approval of the destination department director. If not, transference process is to be put on hold.
4. If the destination department director approved the transference request, the employee should send the transference request to HR director.
5. The Employee then has to fill in clearance request and to settle his dues in his current department. The HR department should also coordinate the clearance process with the Finance Department.
6. The Employee should sign a new contract with new employment date.
7. The HR officer should update the employee's information in the HR system and file the approved transfer request, the clearance form and the new contract in the employee file.

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