

6D. Short Term Training

6D.4 Authority for Attendance

- (1) Attendance at all short term training programmes where there are no costs to Government, which also include seminars and conferences held locally or overseas requires the approval of the Chief Executive Officer.
- (2) In cases, where overseas travel is difficult or not feasible and where the training / course is to be held online, the CEO may consider other options to enable the full attendance of his/her employee(s) at the approved training / course.
- (3) Subject to No. 2 above, the CEO may grant flexible work hours or special leave to the employee(s), if the training is conducted outside normal working hours. Granting of flexible work hours or special leave must be based on the nature and conditions of the host country's mandatory requirements (such as attendance, time commitment, time difference etc).
- (4) Any hours or day(s) granted by the CEO in part (3) above shall not be deducted from the employee's earned leave entitlement, but shall count as Short Term Training leave which must not exceed a period of one (1) month.