

HRSINGAPORE

Question - Emergency Leave Policy

Dear all,

Does your company have any rules on urgent leave? Or how would anyone handle staff that took frequent urgent leave?

Thanks.

Jessie

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Developing Effective HR Policies & Procedures Workshop

- 8 June 2016

What will happen if there are no traffic rules and traffic lights?: Chaos.

What happens if there are too many rules and too many lights? : Chaos also!

HR policies and procedures provide fundamental rules about and guidelines to practices and behaviour of the people in the organisation. They can be likened to game rules. They safeguard fairness and equality for all in the organisation, guide management and supervisors, and clearly explain expectations. HR policies reflect organisational culture and ensure compliance with employment legislation. More than drawing boundaries HR policies should also recognise and address people's needs.

Hence, the challenge is to strike a balance between having too many and having too few policies by having the right approach and by creating relevant

and effective HR policies so as to effectively manage talent to deliver business results.

For details, please click on: <http://hrsingapore.org/hrpolicies/>

Course Outline

- Why HR policies are important.
 - Defining policy and procedure.
 - How culture impacts HR policies.
 - A Case Study: GM's Faulty Ignition Switch Car Recall.
 - Some considerations before drafting HR policies.
 - 9 steps in developing policies.
 - Effect on bad HR policies.
 - Group discussions on some policies.
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