

Time Off Policies

Time off policies are an essential part of the Company's human resource management. They dictate the amount and type of time off that employees are entitled.

TYPES OF LEAVE	Full-time / Permanent Staff	Part-time / Intern
i. Annual Leave	<ul style="list-style-type: none"> • worked for at least 3 months or passing their probation period will be entitled to Annual leave. • Entitled Annual Leave of a calendar year upon confirmation will be: <ul style="list-style-type: none"> - pro-rated for the first year of service depending on the commencement date. - 14 days for second year of service. - from 3rd year of service onwards, there will be an increase of 1 day annual leave each year for the subsequence years up to a maximum of 18 days for Executive position and 20 days for Managerial (or above) position. • Employee who has not completed 12 calendar months continuous service in any year shall be entitled to an annual leave in proportion to the number of completed months of service in that year. • Employee will be allowed to transfer a maximum of 7 days unclaimed balance leave of the current year to the next by the end of each calendar year. Unclaimed leave are not exchangeable for cash. 	<ul style="list-style-type: none"> • Depending on the duration of service and number of working hours. • Details will be stated in the Letter of offer or Service Appointment.
ii. Medical Leave	<ul style="list-style-type: none"> • Employee who has worked for at least 3 months or passing their probation period will be entitled to Medical leave. • pro-rated for the first year of service depending on the commencement date. • 14 days from second year of service onwards. • Un-used Medical Leave are nether transferrable nor exchangeable for cash. 	
iii. Hospital Leave	<ul style="list-style-type: none"> • In cases where hospitalization is necessary, up to 30 days paid Hospital leave will be granted upon confirmation in a calendar year. • The aggregate limit of sick leave however should not exceed 30 days in a calendar year. • Any excess leave shall be considered annual leave taken. 	
iv. Marriage Leave	<ul style="list-style-type: none"> • Confirmed employees will be granted paid marriage leave of 2 working days. • Marriage leave will be granted only once in their employment with the company. 	
v. Maternity Leave vi. Paternity Leave vii. Shared Parental Leave viii. Childcare Leave	<ul style="list-style-type: none"> • The Company will follow closely with MOM's Rules & Regulations. • Paternity & Shared Parental Leave must be discussed & approved by direct Supervisor • Refer to: https://www.mom.gov.sg/employment-practices/leave 	
ix. Compassionate Leave	<ul style="list-style-type: none"> • Employee shall be entitled to: <ul style="list-style-type: none"> - 2 days in the event of the death of immediate family members. - 1 day in the event of the death of grand parents. 	
x. Volunteer-work Leave	<ul style="list-style-type: none"> • Up to 2 days paid leave offered to employees so that they give back to the society by volunteering in some approved charitable or philanthropic communities. 	
xi. Training Leave	<ul style="list-style-type: none"> • All employees upon confirmation and has worked in the Company more than 1 year, took up external training programs individually may apply. • Maximum of 3 day per year. • subjected to approval from direct Supervisor. 	

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xii. Sabbatical Leave	<ul style="list-style-type: none"> • The employee must have worked for the Company for at least 10 years. • Application must be submitted 6 months in advance. • Employee who meet the eligibility criteria may apply by submitting a written proposal to their manager and the HR department stating their plans, and period for the sabbatical leave as well as any relevant supporting documentations. • The plan should demonstrate how the sabbatical will contribute to the employee's personal and professional growth and development and how it will benefit the Company upon their return. • The Sabbatical leave may be for a period up to 6 months, subjected to approval by their manager and HR department, during which time the employee will not receive regular pay or benefits. 	<ul style="list-style-type: none"> • Not applicable

Procedure of Leave Application & notifications

- Leave application (exclude sabbatical leave) must be submitted to their direct supervisor 2 weeks in advance (does not include urgent leave) through email.
- Upon approval, the direct supervisor will submit the form through email to Human Resources Department for record purposes.
- The leave period will be updated in the Company's shared calendar to better schedule the handover & keeping everyone notified.
- The employee will be required to notify everyone through Company's WhatsApp group chat about the leave period, who will be covering the work, as well as back to office date.