

## Annual Fun Days = 25 Leaves

### +++ 2nd & Last Saturday OFF

At **5 Core Inc.**, we value your well-being and believe that regular time off is essential to recharge and stay productive. Our annual paid leave policy ensures you have the flexibility to manage personal, health, and family needs with ease.

#### **Total Paid Leaves: 15 Days Per Year**

- **Casual Leave (CL):** 9 days

For personal time, urgent tasks, or simply to take a break.

- **Sick Leave (SL):** 6 days

For rest and recovery during illness or medical needs.

All paid leaves are refreshed annually and must be used within the same calendar year.

#### **Festival Fun at 5 Core Inc.**

At **5 Core Inc.**, we celebrate culture, community, and the joy of togetherness. Our diverse team brings vibrant traditions from across regions, and we honor these with dedicated festival time-offs and a spirit of mutual respect.

#### **Here's to Celebrating the Moments that Matter:**

-  **New Year**

- Poila Baishakh
- Eid
- Bakrid
- Holi
- Diwali
- Durga Puja (Saptami, Ashtami, Navami)
- Christmas

These special days allow us all to pause, celebrate with loved ones, and come back refreshed.

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### New Update: 2nd & Last Saturday Off + Flexi Hours for All Teams

Dear Team,

To support work-life balance and promote well-being, we're rolling out two exciting updates:

**Effective immediately, both the 2nd and last Saturdays of every month will be official off-days** across all departments and locations!

Additionally, we're introducing **flexible working hours** to maintain a healthy work-life balance. You can manage your working hours as long as you complete your tasks and responsibilities.

#### A few key points to keep in mind:

- Flexible hours** are available, but **core collaboration and reporting** must occur between **9 AM to 5 PM (California Time, USA)**.
- The **200-hour monthly work requirement** still applies.
- Team members with **pending or overdue tasks** will not be eligible for the Saturday off.

 **Operations and essential services teams** must rotate staff to ensure seamless **shipping and customer support**.

Let's keep up the great work, stay motivated, and take full advantage of the flexibility and time off! 💪👋

Thank you for your dedication and hard work! 📦✨