

[illegible]

AL ANNUAL LEAVE      SL SICK LEAVE      ML MATERNITY LEAVE      BL BEREAVEMENT LEAVE      UL UNPAID LEAVE      EL ENCASHED LEAVE

The employee may request to convert eligible unused ANNUAL LEAVE days to monetary compensation as ENCASHMENT (EL) -- to be logged with BLANK leave period. This is subject to company-specified exchange rate and approval by supervisor and HRD.