

# pet365 Employee Handbook

## Holiday Allowance and Leave Policies

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### 1. Introduction

Welcome to pet365! This section of our employee handbook outlines our company's policies regarding holiday allowance and leave. We believe that a healthy work-life balance is crucial for our employees' well-being and productivity. These policies are designed to ensure that all team members have the opportunity to rest, recharge, and attend to personal matters while maintaining our high standards of animal care and customer service.

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### 2. Holiday Allowance

- **2.1 Annual Leave Entitlement**
    - Full-time employees are entitled to 25 days of paid annual leave per year, in addition to public holidays.
    - Part-time employees receive a pro-rata entitlement based on their contracted hours.
    - New employees accrue leave from their start date but may only take leave after completing their probationary period (usually 3 months).
  - **2.2 Leave Year**
    - The leave year runs from January 1st to December 31st.
    - Employees joining mid-year will have their leave allowance calculated on a pro-rata basis for their first year.
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### 3. Types of Leave

- **3.1 Annual Leave**
  - To be used for vacations, personal time, or any other purpose at the employee's discretion.
- **3.2 Sick Leave**
  - Employees are entitled to 10 days of paid sick leave per year.
  - For absences longer than 3 consecutive days, a doctor's note is required.
- **3.3 Compassionate Leave**
  - Up to 5 days of paid leave in the event of a death in the immediate family.
- **3.4 Parental Leave**
  - Maternity Leave: 26 weeks paid at 90% of average weekly earnings.

- Paternity Leave: 2 weeks paid at full salary.
  - Adoption Leave: Follows the same policy as maternity leave for the primary adopter.
  - **3.5 Study Leave**
  - Up to 5 days per year for work-related courses or examinations, subject to manager approval.
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#### **4. Leave Request Procedure**

1. All leave requests must be submitted through our online HR system at least 2 weeks in advance.
  2. Requests are reviewed by the immediate supervisor and approved based on staffing needs and business requirements.
  3. Employees will receive a response to their request within 3 working days.
  4. In cases of sudden illness or emergency, employees should notify their supervisor as soon as possible, ideally before their scheduled shift begins.
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#### **5. Carry-Over Policy**

- Employees may carry over up to 5 days of unused annual leave to the following year.
  - Carried-over leave must be used within the first 3 months of the new leave year.
  - Any additional unused leave beyond the 5-day limit will be forfeited unless exceptional circumstances are approved by HR.
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#### **6. Public Holidays**

pet365 observes the following public holidays:

- New Year's Day (January 1st)
- Martin Luther King Jr. Day (Third Monday in January)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25th)

Employees required to work on these days will receive time-and-a-half pay and an additional day off in lieu.

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## **7. Special Circumstances**

- **7.1 Jury Duty**

- Employees will be paid their regular salary for up to 10 days of jury duty.
- A copy of the jury duty summons must be provided to HR.

- **7.2 Military Leave**

- Employees who are members of the National Guard or Reserves are entitled to unpaid military leave for training or active duty.
- pet365 will comply with all applicable laws regarding military leave and reemployment rights.

- **7.3 Unpaid Leave**

- In exceptional circumstances, employees may request unpaid leave. This is subject to management approval and consideration of business needs.