

5. Vacation days

- 5.1. Every year, the Employee is entitled to 20 workdays of paid vacation, of which only 5 days may be carried forward to the next year. The surplus will expire unless the Employee has not been granted vacation in the interest of the Company.
- 5.2. The Employee is obligated to deliver a vacation planning for the current year to the Human Resource Management before the end of January of each year. If the planning has not been delivered on time, the Company is authorized to determine the period in which the Employee may go on vacation. The planning applies for a vacation period longer than one week.
- 5.3. If an Employee took a vacation in a particular period in the previous year, in the following year, another Employee will have a preference for that particular period of the year.
- 5.4. The Company will be inflexible in the planning of the vacation days. All Employees must fully plan their twenty vacation days for the current year at once. In the case that an Employee does not comply, the Company will arrange a meeting with the Employee to plan the rest of their vacation days.
- 5.5. After one (1) week, you will be contacted and notified if you need to make any adjustments to your submitted vacation planning.
- 5.6. A request for vacation not over two (2) days must be done with a one-week notice; for a period longer than two unbroken days, the request must be done with a minimum of one-month notice to the HRM for approval.
- 5.7. In the interest of the Company, the Employee may be instructed to go on vacation on earlier or later days than the proposed vacation dates by the Employee.
- 5.8. During the Company's most high activity period of the year, which is the 2nd week of September until the 2nd week of December of each year, limited vacations will be granted. Meaning vacations longer than 3 days are not permitted, except if there are three engineers of the same level available.
- 5.9. It is not permitted for two Employees of the same level to go on vacation during the same period. In this case, first come, first serve will be applicable. In case of exceptions, one engineer must be on stand-by.
- 5.10. If the Employee would like to adjust their planned vacation days, HRM must be notified one month before the vacation date.
- 5.11. The vacation days and national holidays must be accurately submitted in Time Log daily.
- 5.12. For the vacation year in which the Employee commences or terminates employment, the vacation days to which the Employee is entitled will be calculated on a pro-rata basis.
- 5.13. Vacation days that have not been taken, will be paid out in cash upon the termination of employment.
- 5.14. On December 24th and 31st of each year, the Company is closed and freely grants the Employee two days off.