

Leave FAQs

Annual Leave

Q: Who is eligible for annual leave?

A: Confirmed full-time employees are entitled to annual paid leave.

Q: How many days of annual leave am I entitled to?

A: Annual Leave Entitlement

- **0–1 years:** 20 days
- **After 2 years:** 22 days
- **After 3 years:** 24 days
- **After 4 years:** 27 days
- **After 5 years:** 30 days

Q: When does my leave balance increase?

A: On your work anniversary date each year.

Q: Can I take all my leave at once?

A: No, you can take **up to 10 days at a time** and not more than **10 days within a 30-day period**.

Q: Can I carry unused leave into the next year?

A: Generally, no. But only in **exceptional cases** and with **written CEO approval**.

Q: How do I apply for annual leave?

A: Submit your leave request via **Bob** at least **2 weeks in advance**, along with a complete **handover note**.

Q: Can I be paid instead of taking my leave?

A: No. The company encourages all employees to take leave for their well-being.

Q: What if I leave the company? Can I use my earned leave during my notice?

A: Yes, but only if your **Line Manager confirms** that your handover is complete.

Q: What if a public holiday falls during my leave?

A: You can either extend your leave by those days (with prior approval) or return and have them **added back to your leave balance**.

Parental Leave

Q: What's the maternity leave policy?

A: 80 working days (4 months) of paid leave for confirmed full-time female employees.

Q: Can maternity leave start anytime?

A: We advise that you start no earlier than 2 weeks before the due date and request at least 8 weeks in advance, supported by a medical report.

Q: What if I have a miscarriage or stillbirth?

A: You're entitled to 4 weeks of special leave, even if maternity leave hasn't started.

Q: Are there flexible hours after returning from maternity leave?

A: Yes, for up to 1 month, you can resume 1 hour late or close 1 hour early with Line Manager & People Partner approval.

Q: What's the paternity leave policy?

A: 20 working days (1 month) of paid leave for confirmed full-time male employees, within a month of birth or adoption. Apply at least 4 weeks before.

Q: What happens if a public holiday falls during maternity/paternity leave?

A: You're entitled to additional day(s). Notify the People Team before your leave ends.

Sick Leave

Q: What do I do if I'm sick and can't come to work?

A: Inform your Line Manager or People & Culture within 24 hours. Anything later may be treated as unauthorized absence.

Q: Do I need a medical certificate?

A: Yes, for any sick leave over 2 days, from an accredited hospital, uploaded to Bob.

Q: What if I get sick during annual leave?

A: Submit a medical certificate and the days may be counted as sick leave instead of annual leave.

Q: What if I'm sick for a long time?

A: You'll be paid fully for up to 1 month. Further assistance depends on business needs and management discretion.

Bereavement Leave

Q: What leave is available for a death in the family?

A: **5 days** of paid leave for the death of a parent, spouse, child, sibling, guardian, or domestic partner. Approval from your Line Manager is required.

Study Leave

Q: Can I take leave to study?

A: Yes, **unpaid study leave** may be granted for relevant courses. It must contribute to **personal growth or business relevance** and is approved at **senior management's discretion**.

Q: What should I know before going on study leave?

- Use up any **accrued annual leave** first
- Submit a **full handover**
- Return all company items (e.g., ID cards, tools)
- **No pay or benefits** during the leave
- Your service years continue to count
- You must notify the company **2 months before** resuming
- Rejoining is **not guaranteed**—depends on role availability
- If you choose not to return, submit a resignation letter

Other Key Notes

- All leave requests should be made via Bob with a handover note.
- Annual leave is the only leave type that can be carried forward (with approval).
- For other types of leave, contact the People & Culture team for specific guidance.