

## 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.