

假期政策

Leave Policy

RCCAC-HRS-POL-006

REV: 1.1

审签页 Signature Page

	姓名/职务 Print Name / Role	签字 Signature	日期 Date
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修订历史 Revision History

版本号 Revision Letter	起草人 Originator	日期 Date	更改描述 Change Description
V1.0	Karen Wei	2015.12.31	New Release 新文件发布
V1.1	Karen Wei	2016.04.28	<p>1. 根据地方政策（四川省第十二届人民代表大会常务委员会第二十一次会议于 2016 年 01 月 22 日通过并生效的关于修改《四川省人口与计划生育条例》的决定内容）变更，公司婚假、产假、陪产假等相关规定做相应调整，详见 10.1,10.2,11.1 及 12.1 条；</p> <p>As per the policy modification of local administration from <i>Sichuan Provincial Population and Birth Control Regulation</i> effective Jan 22nd, 2016, RCCAC policy regarding Marriage Leave, Maternity Leave as well as Paternity Leave are updated accordingly. Refer to Clause 10.1, 10.2 , 11.1 and 12.1 for details;</p> <p>2. 假期审批流程说明进一步完善，详见 7.1 及 8.1 条；</p> <p>Leave approval process refined, refer to Clause 7.1 and 8.1 for details;</p> <p>3. 纠正个别英文翻译（无实质调整），详见 3.5,7.2 及 7.3 条。</p> <p>A few English translation corrected without modifying the essential meaning, refer to Clause 3.5, 7.2 and 7.3 for details.</p>

1. 目的 Purpose

建立本规定规范员工的假期管理。

To regulate the leave management for employees.

2. 范围 Scope

适用于中电科柯林斯航空电子有限公司全体员工。

It is applied to all the employees of Rockwell Collins CETC Avionics Co., Ltd.

3. 假期管理总则 Principle of Leave Management

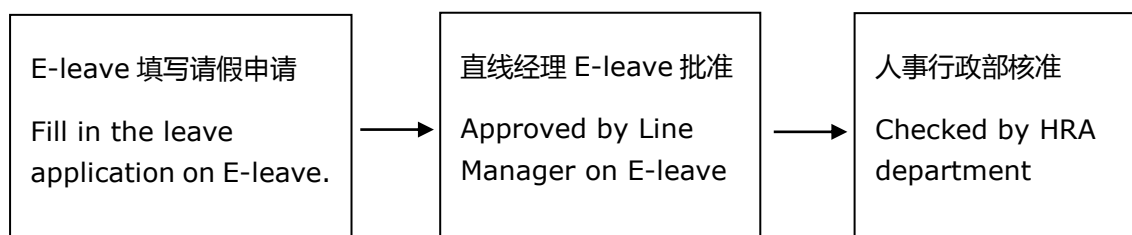
3.1 所有假期计算基于日历年度。

All the leave calculations are based on a calendar year.

3.2 本规定所提及的所有假期申请都必须事先得到部门经理通过E-leave(电子请假平台)

批准后才能生效，特殊情况（如急诊、紧急事宜、突发状况）不能事先办理请假手续的，也必须事先电话通知直线经理，同时在事后2个工作日内在E-leave立即补办手续，否则按无故缺勤/旷工处理。

As the leave applications mentioned in this policy, shall not be effective without getting line manager's approval via E-leave in advance. The employee shall call Line Manager in advance for any special case (such as emergency treatment, urgent case and sudden situation) which E-leave application in advance is inapplicable. The employee shall immediately supplement the E-leave procedure within two working days afterwards, otherwise will be deemed as absent without approval.



3.3 在综合考虑公司利益及业务需要的前提下，公司会尽量满足员工合理的休假申请。直线经理有权调整员工的休假以避免与本部门工作安排及其他员工的休假计划相冲突。

The Company tries its best to approve the employees' reasonable leave application with considering company interest and business requirement comprehensively. The Line Managers have authority to adjust the employee's leave to avoid conflict with other employee's leave arrangement and working schedule.

3.4 公司鼓励员工提前计划休假并主动与其部门经理沟通休假计划。

The Company encourages employees scheduling his/her leave plan in advance and communicating it with the Line Manager proactively.

3.5 各类无薪假及医疗期病假，在计算年终绩效奖金时，按实际天数进行折算。

The annual performance bonus shall be prorated according to actual days for any non-pay leaves and sick leave in medical care period.

4. 假期类型 Types of Leaves

法定节假日 Statutory Public Holiday

年假 Annual Leave

病假 Sick Leave

事假 Unpaid Leave

丧假 Compassionate Leave

婚假 Marriage Leave

产假 Maternity Leave

陪产假 Paternity Leave

5. 法定节假日 Statutory Public Holiday

根据政府相关规定执行。

Follow relevant laws and regulations of the government.

6. 年假 Annual Leave

员工根据在公司的服务年限享受带薪年假。规定如下：

The employees are eligible for full-pay annual leave according to his/her service term in the Company. The details are as below:

6.1 服务第一年：10 天，之后每增加一年服务期，年休假增加一天，最长为 15 天（但是，若员工依法享有更多年假，公司则将给予法律规定的年假天数）。超出法定年假天数的任何年假均将被视为“约定年假”。

The first service year: ten days. The annual leave shall increase one day with every service year increment, and capped by fifteen days (unless the employee is legally entitled to a higher number of annual leave days, in which case the Company will provide the greater number as applicable). Any annual leave days in excess of the statutory annual leave days will be considered “contractual annual leave”.

6.2 当年工作时间不满一年的，年休假根据在职天数按比例折算并四舍五入至 0.5 天：折算后小数部分大于 0.5 天按 0.5 天计算，小于 0.5 天则不计。

The annual leave shall be prorated and rounded to 0.5 day for the employees whose service term are less than one year in current year, that is, if the fractional part of the prorated number is equal to or more than 0.5, the newcomer would be entitled for 0.5 day of annual leave; Otherwise, it shall be prorated as null.

6.3 累积服务年限的计算截止日为每年的 12 月 31 日，员工不可预支下一年度的年假。

The deadline of accumulated service term is by every December 31th, and the employees can't use next year's annual leave in advance.

6.4 年假可灵活使用，每次申请至少以 0.5 天为单位。超过 3 天的连续休假需要提前一周申请，超过 2 周的连续休假，需至少提前一个月申请。

The annual leave can be used flexibly, and the least application unit of annual leave is 0.5 day. The application of any annual leave which exceeds three consecutive days shall be made 1 week in advance, and those which exceed two weeks, application one month in advance is required.

6.5 员工应合理安排年假，避免集中休假。公司有权指定或更改员工全部或部分年假的日期，在年假期间，公司若需要员工上班，其工资按正常工作计算，员工可于日后补休。

The employees shall arrange annual leave reasonably and avoid conflict with others. The Company has authority to assign or adjust employees' all/some annual leaves. During annual leave period, if the Company requires the employee to return to work, the salary shall be paid as normal attendance, and the employee can have compensated leave later.

6.6 离职时，员工当年可享受的年假天数根据已服务的天数按比例计算，如员工已使用的年假已超过其应享有天数，公司会从其工资中扣除员工多休的“约定年假”。若年休假未用完，公司可在离职前安排员工休假。未征得公司同意，员工不得将年休假和其它任何假期代替离职通知期。

The employee's annual leave shall be prorated according to actual working days when he/she leaves the company. If the employee's actual annual leave taken exceeds his/her entitled days in current year, the Company shall deduct the equivalent "contractual annual leave" from the payroll accordingly. If the employee has any untaken annual leave, the Company can arrange him/her to take the annual leave before leaving. The employee can't use annual leave or any other leaves to replace his/her notice term when he/she leaves the company.

6.7 当年未用完的年假最多 5 天可延至下一年度的三月底，如到次年三月底仍未休完上一年度的剩余年假，则视为员工放弃该部分年假。

Five annual leave days at most of current year can be carried forward to Mar. 31th of the following year. It shall be deemed as employees' waiver if the employee doesn't consume his/her rest annual leave by then.

6.8 员工将被视为先休上一年延入的年假，再休法定年假，最后休任何约定年假。

The employee will be deemed to first use any annual leave carried over from last year, then statutory annual leave and contractual annual leave at last.

7. 病假 Sick Leave

7.1 员工在每个日历年度享有10天的全薪病假（日历日），该全薪病假包含在医疗期中。因患病或非因工负伤，需要停止工作治疗休息1天以上的，员工必须凭二级及以上医院证明请假，并由公司批准后方能生效。公司有权查验医院病历或医疗费用发票等相关就医证明。任何全薪病假之外的病假，除需获得直线经理的批准之外，需取得部门经理、人事行政部经理、副总经理及总经理的批准。一次病假申请的最高天数为1个月（日历日），超过1个月的病假申请，需再次办理请假手续。

The employees are entitled of ten days of full-pay sick leave, which are included in the medical care period. The employee shall provide class two and above hospital sick-leave certificate to apply for any over 1 day sick leave or non-working related injury leave, which is effective only after getting the company's approval. The company has the right to check hospital materials and medical invoices when validate and approve the sick leave, and the company has the right to adjust the sick leave term or even not approve the sick leave. Any sick leave which exceeds the full-pay sick leave shall get approval from HRA manager, DGM and GM in advance. The maximum unit sick leave application days are one month (calendar days). It is required to reapply a sick leave when the application exceeds 1 month.

7.2 公司根据政府有关规定给予医疗期（包括节假日和休息日）：

The company provides the medical care period according to the relevant laws and regulations. (covering festivals, holidays and weekends)

累计工作年限 Accumulative working term	本公司工作年限 Working term in current company	医疗期 Medical Care Period
未满10年（含10年） Less than 10 years (10 years is included)	未满5年（含5年） Less than 5 years (5 years is included)	3个月 3 months
	超过5年 More than 5 years	6个月 6 months

超过10年 More than 10 years	未满5年 (含5年) Less than 5 years (5 years is included)	6个月 6 months
	5年~10年 (含10年) 5-10 years (10 years is included)	9个月 9 months

累计工作年限以社保缴纳年限为基准。

The accumulative working term shall be subjected to social insurance payment years.

7.3 员工患病或非因工负伤，医疗期满后，经劳动鉴定委员会确认丧失或者部分丧失劳动能力，不能从事原工作，也不能从事公司另行安排的适当工作，公司可以按国家有关规定解除劳动合同。

After the medical care period of any employee due to sickness or non-working related injury expires, he/she has lost labor capacity completely or partially verified by government office, who is not able to engage in the former work and proper work additionally arranged by the company, and the labor contract shall have to be cancelled by the company in accordance with relevant laws and regulations.

7.4 病假期扣款标准 Deduction criteria for sick leave period

7.4.1 每个日历年度内的全薪病假为 10 天。全薪病假可以在当年合并使用，但不可预支下一年度的全薪病假。当年工作时间不满 1 年的，全薪病假按比例折算并四舍五入至 0.5 天。当年度离职的员工如有预休本年度全薪病假的，按条款 7.4.2 的计算方式扣减。当年未休完的全薪病假不可延至下一年度使用。当年度新入职的员工及离职员工，享有的全薪病假天数按实际在职天数折比算（同 6.2 条年假计算方式）。

There are ten days of full-pay sick leaves in every calendar year, which can be combined to use in the current year, but can't use next year's sick leave days in advance. As for the employee whose working term is less than one year, the full-pay sick leave days shall be prorated and rounded to 0.5 day. If the employee's sick

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leave exceeds his/her entitled days in current year, the company shall deduct equivalent salary according to the following 7.4.2 clause. The unused full-pay sick leave can't be postponed to next year. The entitled days of full-pay sick leave of newcomers or leavers of the current year, shall be prorated according to his/her actual service days of the year. (same as stipulated in Section 6.2)

7.4.2 超过享有的全薪病假天数，按下列方法计算病假工资：

The criteria to calculate sick leave pay which exceeds entitled full-pay sick leave is as below:

本公司工作年限 Working term in current company	病假扣款 Sick leave deduction
未满2年 Less than 2 years	日基本工资×病假天数×40% Daily base salary * sick leave days * 40%
2年~4年（含4年） 2-4 years (4 years is included)	日基本工资×病假天数×30% Daily base salary * sick leave days * 30%
4年~6年（含6年） 4-6 years (6 years is included)	日基本工资×病假天数×20% Daily base salary * sick leave days * 20%
6年~8年（含8年） 6-8 years (8 years is included)	日基本工资×病假天数×10% Daily base salary * sick leave days * 10%
8年以上 Over 8 years	不扣除 No deduction

日基本工资 = 月基本工资 ÷ 21.75

Daily Base Salary = Monthly Base Salary ÷ 21.75

累计工作年限的病假工资计算方式按相关劳动法规执行。

As for the sick leave deduction mode in the accumulative working term, refers to relevant laws and regulations in detail.

7.5 员工有下列情况之一的，不可享受当年的年休假：

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The employee shall not be eligible for current year's annual leave if takes any sick leave with below situations:

- * 累计工作满 1 年不满 10 年的职工，当年请病假累计 2 个月以上的；

Any employee whose accumulated working term is from one to ten years (the tenth year is excluded) and his/her accumulated sick leave is two months and above in current year.

- * 累计工作满 10 年不满 20 年的职工，当年请病假累计 3 个月以上的；

Any employee whose accumulated working term is from ten to twenty years (twenty years is excluded) and his/her accumulated sick leave is three months and above in current year.

- * 累计工作满 20 年以上的职工，当年请病假累计 4 个月以上的。

Any employee whose accumulated working term is more than twenty years and his/her accumulated sick leave is four months and above in current year.

7.6 员工的病假单需在病假后返回公司的 2 个工作日内交到人事行政部，逾期递交可不认可为病假处理；单次超过 1 周（含 1 周，日历日）的病假申请，如果本人不方便，病假单及相关就医证明原件需由其直系亲属在 3 个工作日内代为向公司提交。

The sick leave certificate shall be submitted to HRA department within two working days after returning to office from the sick leave, otherwise it shall not be deemed as sick leave. In case of any sick leave application of (over) one week (calendar days), the original sick leave certificate and other supporting hospital docs shall be provided to the company by its immediate family members within three working days if the employee him/herself is not able to.

8. 无薪事假 Unpaid Leave

8.1 在一个日历年度内连续超过 5 个工作日的无薪事假在取得直线经理批准的基础上，需由部门经理、人事行政部经理、副总经理、总经理批准。

Any unpaid leave beyond consecutive five working days in a calendar year shall be approved by Department Manager, HRA Manager, DGM and GM as well as Line Manager.

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8.2 无薪事假期间无工资，其扣减标准为： $\frac{\text{月基本工资}}{21.75} \times \text{事假天数}$ 。如国家法规调整，则按调整后的方式计算。无薪事假期间不享有绩效奖金。

No salary payment for unpaid leave. The salary deduction criteria is:
Monthly Base Salary/21.75 * Unpaid Leave Days
Performance bonus will be deducted for any unpaid leave period.
The deduction criteria shall be updated according to laws and regulation changed.

8.3 公司对事假期间的员工不适用最低工资标准。

The lowest salary standard is not eligible for personal leave.

8.4 公司有权根据业务情况决定是否批准无薪事假。

The company has the right to decide whether to approve any unpaid leave.

9. 丧假 Compassionate Leave

当遇到以下情况时，员工享受丧假：

Employees will be granted compassionate leave in the following circumstances:

9.1 员工直系亲属去世，包括：父母、配偶的父母、配偶及子女，员工可享受 3 天丧假(日历日)。

Death of employee's immediate family members, including parents, parents-in-law, spouse and children (three calendar days)

9.2 员工旁系亲属去世，包括（外）祖父母和兄弟姐妹，员工可享受 1 天丧假（日历日）。

Death of employee's collateral relatives, including grandparents, brothers and sisters (one calendar day)

必要时，公司可要求员工提供相关证明以便获准该假。

Employee may be required to provide evidence to qualify for compassionate leave.

10. 婚假 Marriage Leave

10.1 条件 Requirements

* 依法登记结婚的员工可享受婚假

It is eligible for employees who get marriage certification legally.

* 法定婚龄：依法登记的初婚夫妇，男年满 22 周岁，女年满 20 周岁

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Legally marriageable age: first marriage couple, man is 22 years old, and woman is 20 years old

* 结婚证件的领取日期必须为员工在本公司工作期间。

The marriage certificate must be got during the working term in current company.

10.2 假期 Marriage leave terms

* 依法登记的初婚和再婚夫妇，凭国家婚姻机关的结婚证明，休婚假 10 天（日历日）；

Ten full-pay marriage leave days (calendar days) for employee's first marriage and remarriage with marriage certificate.

* 婚假覆盖节假日和休息日，婚假期间待遇按正常出勤计。

Marriage leave term covers weekends and festivals with full-pay.

11. 产假 Maternity Leave

Female employees are entitled to maternity leave. Details are as follows:

女员工有权享受产假。详情如下：

11.1 产假天数 Maternity Leave Days

项目 Items	天数（日历天） Maternity Leave (Calendar Day)
正常分娩 Normal delivery	98 天 98 days
生育奖励假 Promotional Maternity	60 天 60 days
难产 Difficult delivery	增加 15 天 15 days more
多胞胎生育者，每多生育一个孩子 Multiple birth, for each additional infant	增加 15 天 15 days more

产假可在预产期之前 15 天开始。如需进一步提前休假，可根据年假及病假等相关假期政策提前申请。

Maternity leave could commence fifteen days before the expected date of delivery. In case the leave needs to be taken prior to that, applicable annual leave, sick leave etc. policies should be followed to apply the leave.

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员工休产假需要在预产期前 2 个月通知其直线经理、部门经理及人事行政经理。

Employee taking maternity leave is to notify her Line Manager, Department Manager and HRA Manager two months prior to expected delivery date.

怀孕 4 个月流产，给予产假 15 天；怀孕 4 个月以上流产，给予产假 42 天。

Abortion within the first four months of pregnancy, maternity leave entitlement is fifteen calendar days; Abortion beyond the first four months of pregnancy, maternity leave entitlement is forty two days.

11.2 产假需持具备资质的公立医院的注册医生出具的证明申请。

A certificate from a qualified licensed doctor of a public hospital must support the maternity leave application.

12. 陪产假 Paternity Leave

12.1 男员工配偶生育后可享受护理假 20 天（日历日），并要求在生育后 1 个月内休完，护理假需持婴儿出生证明及准生证申请。

Male employees are entitled for twenty days (calendar days) of paternity leave per occasion of the birth of the child. And the leave needs to be taken within one month upon the birth delivery. And Birth Certificate and Birth Permit must support the paternity leave application

其它细则，详见政府的计划生育规定。

As for other details, refer to the government family planning laws and regulations.

13. 工伤 Work-related Injury Leave

职工因工作遭受事故伤害或患职业病要暂停工作接受工伤医疗的，其休假及工资福利待遇按国家规定执行。

As for any employee who requires stopping work for a medical treatment due to work-related injury or occupational illness, his/her leave and salary & benefit shall follow the national laws and regulations.

14 . 本规定自 2016 年 04 月 28 日起生效，由人事行政部负责解释。公司有权在认为适当时不时修改、补充或废除规定并通知员工。本规定以中、英文书写。若两种版本存在不一致，以中文为准。

This regulation shall take effect from Apr 28th, 2016 and be explained by HRA department. The company reserves the right to revise, supplement or rescind the policy from time to time as it deems appropriate in accordance with law. Employees

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will be notified of such changes as they occur. This regulation is written in both Chinese and English. In case of any discrepancy, the Chinese version shall prevail.