

2. Vacation

2.1. Vacation Entitlement

The Employees are entitled to 21 calendar day of vacation and the managers/supervisors/specialists to 30 vacation calendar days respectively for a full calendar year worked as per the Article 114, item 2 of the Labour Code of the Azerbaijan Republic.

For the first calendar year of employment Employee is entitled for vacation upon the 6 (six) months from the date the Employment Agreement was signed as per the Article 131, item 1 of the Labour Code of the Azerbaijan Republic. Within the period between the 6 and 12 months from the date the Employment Agreement was signed, vacation may be granted by the consent of the Parties. The additional 6 vacation days may be granted to the Employees on the grounds of the specific job functions as per the Article 115 of the Labour Code of the Azerbaijan Republic.

Additional vacation days corresponding to working experience are applied as follows (Article 115 of the Labour Code of the Azerbaijan Republic):

- ✓ 5-10 years of employment - 2 (two) days
- ✓ 10-15 years of employment- 4 (four) days
- ✓ Over 15 years of employment - 6 (six) days
- ✓ Additional vacation days for women with children are applied as follows (Article 117 of the Labour Code of the Azerbaijan Republic):
 - ✓ two children under the age of 14 - 2 (two) days
 - ✓ three or more children under the age of 14 or with a child with restricted health condition - 5 (five) days

3. Scheduling of Vacation

Vacation time may be taken either all at once or in several smaller increments as per the Article 137, item 1 of the Labour Code of the Azerbaijan Republic. Vacation time may be divided and granted in segments, provided that at least one segment consists of at least two calendar weeks. However, vacation schedules shall be determined by the Company's operations till the end of January every year.

4. Application for Vacation

The Employee should complete Vacation Application Form and submit it.

Vacation should be planned 1 week advanced and signed by Function Line Manager.

Vacations of Management Team should be approved by Management Board before using.

5. Carryover

The carryover of vacation days from one month into the next month is permitted pursuant to the Article 134 of the Labour Code of the Azerbaijan Republic.

6. Unpaid Vacation

Employees are entitled to the unpaid vacation upon the mutual consent of the parties as per the Article 128-129 of the Labour Code of the Azerbaijan Republic.

7. Vacation Entitlement Upon Termination

Accumulated vacation entitlement which has not been used will be reimbursed to the Employee as per the Article 144 of the Labour Code of the Azerbaijan Republic.

8. Official days off/public holidays and national mourning day

Company will observe the official national and local holidays in Azerbaijan. When a holiday is observed on a workday, each Employee is entitled to paid leave. On these days, employees may be required to work only in exceptional cases (for those working under a shift schedule or by mutual agreement between the parties, either an alternative day off is provided to the employee or double pay is granted for the work performed).