

# WeServ

# Vacation Leave Policy

WS-QMS-PO-036

This document is classified as **Fujitsu-Restricted** Only.

**Objective**

- It is the general objective of this policy to serve as a guide in the processing and use of Vacation Leaves given to a qualified employee.

**Scope**

- This cover Vacation Leave provided by the company and the regulation that may be used by qualified employees of WSII.

**Intended Readers**

- WeServ Systems International Inc. qualified regular employees.

**Policy Objectives**

WeServ shall ensure that:

No.	Objective
1	Employees are encouraged to utilize their vacation leave during each fiscal year to achieve this purpose, but limited to the time accrued and may not be taken in advance.
2	Vacation leave is to be scheduled at times that are convenient to the operations and with consideration of the employee's preference, however Weserv may deny request, when business exigency arise.

**Organizational Commitments**

In order to achieve the above objectives, WeServ shall ensure that:

No.	Commitment
1	Provide opportunities to achieve work-life effectiveness and employee advancement across organizations.

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**Guidelines:**

- I.       The immediate manager has the authority to decide on the appropriate classification of any leave/absence incurred by an employee. Such classification, of course, must be based on facts. A reclassification of the leave/absence from authorized leave to unauthorized absence may be done in the following instances:
  - a) Employee pushed through with the leave despite disapproval of his/her application for vacation leave
  - b) Employee did not notify his/ her immediate manager of vacation leave.
  - c) Employee failed to present necessary documents to support application for leave.
  
- II.      The employee must have the approval of them.

**Vacation Leave:**

- I.       WSII allows its employees to renew their physical and mental capabilities and to remain fully productive employees through vacation leave.
  
- II.      Employees are encouraged to request leave during each fiscal year to achieve this purpose. However, vacations are to be scheduled at times that are appropriate to the operation/ business needs and with consideration of the employee's preference.
  
- III.     All vacation leave applications must be filed at least one (1) week in advance. An employee scheduled for leave must seek approval from his/her immediate supervisor first before he/she goes on leave. A written memo addressed to the Department Manager is required for leave for at least more than five (5) days.

**Notification Period:**

Required Number of Vacation Days	Required Number of Days Prior to Approval
0.5 to 4.5 working days	At least one week notice except for emergency case
5.0 to 9.5 working days	At least two weeks prior notice with written memo
10.0 working days or more	At least one month of prior notice with written memo

**Memo Approvers:**

1. Immediate Manager
2. RBU Head
3. Finance Head
4. HR Head
5. Ph GDC Head

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**Specific Guidelines:**

1. A qualified employee is credited 1.25 days per month for vacation leave, or a total of 15 days per fiscal year.
  - a. The company shall give vacation leave with pay to all regular employees who have completed at least one year of actual and continuous service computed from their date of probationary employment as follows:

<b>Years of Stay</b>	<b>Vacation Leave Credits</b>
1 to 5 years	15 days
6 years	16 days
7 years	17 days
8 years	18 days
9 years	19 days
10 years and onwards	20 days

2. Vacation Leave may be availed only after accumulating leave credits. Thus, no employee may claim it prior to earning leave credits.
3. Absences beyond the employee's available credits shall be considered leave without pay thus, shall be deducted from the employee's salary.
4. An employee can use his/her accumulated leave credits after earning them.

**Vacation Leave Conversion:**

In line with the efforts to improve wellness and health of our employees we required everyone to plan vacation leave. This is to encourage all employees to properly utilize the vacation leave credits for a balanced work-life.

- a. All employees are needed to use half (50%) of the total annual vacation leave credits within the fiscal year, otherwise it will be forfeited.
- b. Unused leave up to 10 days will be carried over the next fiscal year.
- c. Excess leave beyond 10 days can be converted to cash provided the 50% total vacation leave is utilized.

**Sample Computation for VL Conversion:**

Total VL Balance = 25 Days (with carry over 10 from previous Fiscal Year)  
Required Utilization (50%) = 12.5 Days  
Carry Over to next Fiscal Year = 10 Days  
Total Leave Cash Conversion = 2.5 Days

**Definition of Terms**

<b>Terms</b>	<b>Description</b>
VL	Vacation Leave
LWOP	Leave Without Pay

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**Change History**

Version No.	Issue Date	Modified By	Description of Changes	Reviewed/ Approved By	Change Ref. No.
0.01	07-11-2024	J. Alias	Initial Draft	J. Alias A. Cataluna A. Gregorio	674
1.00	08-29-2024		Release		