

# Annual Leave Policy

- **Article 1 (Purpose)** The purpose of this policy is to define the provisions regarding employees' paid annual leave.
- **Article 2 (Applicability)** This policy applies to all employees who are classified as workers under the Labor Standards Act.
- **Article 3 (Number of Days for Annual Leave)** An employee who has been present for 80% or more of the year shall be granted 15 days of paid leave. For employees with three or more years of service, one day shall be added for every two years of service, up to a maximum of 25 days in total.
- **Article 4 (Usage of Annual Leave)** Employees may use their annual leave freely based on the fiscal year. However, the company may adjust the timing if it would cause a significant disruption to business operations. Compensation for unused annual leave will be governed by a separate regulation.