

	<b>POLICY AND PROCEDURE</b>		DOC NO.	BMI-PP-HRD-003
	TITLE	<b>Leave Availment</b>	REV NO.	00
			PAGE	1 of 4
			EFFECTIVE DATE	June 5, 2024
<b>Prepared by:</b>		<b>Reviewed and Approved by:</b>		
				
Maria Klisma D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

### 1. PURPOSE

The Company recognizes the employees' need to get away from the pressure at work and to go on a complete rest, as well as to give sick employees ample time to recuperate from sickness and endeavors to maintain good health.

### 2. SCOPE

All employees of Biosite Medical Instruments, Inc.

### 3. ELIGIBILITY

The following leaves are applicable to employees based on the following conditions:

Regular Employees – 5 days Vacation Leave, 10 days Sick Leave, and 3 days Emergency Leave, accumulated offset

Probationary Employees – n/a

#### NOTE:

- Vacation Leave will increment 1 day per year to a maximum of 10 days
- Unused sick leave in a year is convertible into cash every January of the next year

### 4. POLICY

#### 4.1. General

4.1.1. Employees, in consultation with their Immediate Heads, are encouraged to plan their leaves for the year to ensure smooth work operations.

4.1.2. Management has the prerogative to cancel or recall employees on leave due to operational requirements. Cancelled leave/s, especially filed vacation leaves shall be rescheduled within the same month and calendar year with the approval of the Immediate Head and the Chief Operating Officer.

4.1.3. Employees who are currently on leave may extend their leave provided proper notification, documentation, and approval by their Immediate Head is given. Extended leaves without proper notification and approval shall be deemed without pay and shall be treated as unauthorized subject to corrective measure.

4.1.4. Leaves should be taken within the calendar year.

4.1.5. Prolonged sickness without proper notification shall merit a remark of AWOL. Leave shall be without pay and employee shall be subjected to corrective measure.

4.1.6. Accumulated Offset hours may be used to file for Vacation Leaves.




#### 4.2. Vacation Leave

4.2.1. Employees who get sick while on vacation leave are not eligible for sick leave application.

4.2.2. Filing of Vacation Leaves must be done five (5) business days prior for one (1) day or less filed leave application and seven (7) business days prior the two or more filed leave application.

#### 4.3. Sick Leave

4.3.1. Employees whose services are terminated shall be paid the cash equivalent for any unused and accrued sick leave credit. The cash amount for the current year shall be based upon a prorated basis.

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			PAGE	2 of 4
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- 4.3.2. Sick employees or their legitimate representative (parents/spouse/sibling/child) must notify the concerned Immediate Head to advise him/her of the reason for the absence at least one (1) hour before start of assigned work schedule. This is important to enable the department to assign a reliever to take over the work of an absent employee.
- 4.3.3. The Company, at its discretion, may conduct home visitations to verify sickness of an employee. Employees found to be abusing this benefit shall be subjected to disciplinary action and leave application shall be without pay.
- 4.3.4. Medical emergencies are fall within the Sick Leave parameters.
- 4.3.5. Sick Leave of two (2) or more days shall require a "Fit to Work" medical certificate.
- 4.3.6. Filing of Sick Leave must be done on the first day upon return to work of the employee. Late filing shall be considered absent.
- 4.3.7. Planned Sick Leave (e.g. operation or medical procedures) must be filed five (5) business days prior for one (1) day or less filed leave application and seven (7) business days prior the two or more filed leave application.

#### 4.4. Emergency Leave

- 4.4.1. The company recognizes the following as emergency situations to be emergency in nature:
  - 4.4.1.1. Hospitalization of an immediate family member (Note: proof of hospitalization should be submitted when filing for an emergency leave)
  - 4.4.1.2. Flood / Fire
  - 4.4.1.3. Natural calamities that affect the employee or his/her immediate family making it difficult for the employee to report to work.
- 4.4.2. Reasons for Emergency Leaves that do not fall within the above conditions shall be automatically disapproved and marked absent.
- 4.4.3. Filing of Emergency Leave must be done on the first day upon return to work of the employee. Late filing shall be considered absent.

### 5. PROCEDURE

- 5.1. The employee shall secure the appropriate form from HR or its official form repository.
  - 5.1.1. Fill in all required fields and secure approval from the immediate supervisor.
- 5.2. The employee shall submit the form to HR within the allotted time for submission.
  - 5.2.1. Five (5) Business Days for 1 day of Vacation Leave, Planned Sickness Leave, and Offset availment.
  - 5.2.2. Seven (7) Business Days for 2 or more days of Vacation Leave, Planned Sickness Leave, and Offset availment.
  - 5.2.3. First day upon return from a Sickness Leave and/or Emergency Leave.
- 5.3. HR shall review the filed leave form and make necessary notes such as:
  - 5.3.1. Late filing
  - 5.3.2. Leave credit eligibility (VL credit and Offset hours)
- 5.4. Once HR has reviewed the necessary documents, these shall be forwarded to the office of the Chief Operating Officer for final approval.

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**6. REFERENCE DOCUMENTS**

- 6.1. BMI-PP-HRD-001 - Code of Conduct
- 6.2. BMI-PP-HRD-002 - Attendance and Punctuality
- 6.3. BMI-PP-HRD-004 - Offset Policy

**7. FORMS**

- 7.1. BMI-FORM-HRD-010 – Employee Leave Request
- 7.2. BMI-FORM-HRD-011 – Overtime Authorized Form
- 7.3. BMI-FORM-HRD-012 – Multiple Overtime Form
- 7.4. BMI-FORM-HRD-013 – Undertime Request Form

**8. AMENDMENT CLAUSE**

- 8.1. Management reserves right to change, amend, or further improve this policy, in accordance to the provisions of the law, from time to time as it may deem necessary.