



Decode Cure Limited Employee Working Hours and Annual Benefits

1. A full-time employee works 5 days a week (Monday to Friday all days). Working hours are 9 am to 6 pm (Monday to Friday all days). Lunch and rest time (unpaid) is from 12 pm to 1 pm.
2. An employee can work overtime because of the nature of research & development tasks, Decode Cure will compensate employee's overtime. Such compensation will be decided by the project manager or Decode Cure's executives.
3. Paid Leave Benefits for full time employee (effective date: November 1, 2022)

Type of Leave	Days Earned	Accumulation
Annual Leave	Annual Leave Days will be issued after each month based on the employment year as follow:	An employee can only accumulate up to 20 vacation days.
	Employment year Annual Leave Days	
	1~3 12	
	4~6 14	
	7~9 16	
	10 or above 18	
	An employee whose employment year are more than 3, he or she will earn additional Annual Leave Day each month per his or her employment year. For example, if your employment year is 4, you will earn 2 Annual Leave Days each month for 2 months and 1 Annual Leave Day each month for the remaining month or 10 months. The total Annual Leave Days are 14 days.	
Legal Holiday	Please see www.labour.gov.hk/eng/news/latest_holidays2021.htm (which will be updated by the HKSAR annually) for detail information. If the legal holiday is on Sunday, employee can have the next Monday off.	Holiday must be used in the year that they were granted or they are lost
Sick Leave	2 sick days during the 1 st 12-month and 4 sick days for each complete month of employment thereafter. See attached Chapter 5 of the Employment Ordinance for requirement and detail information for how to take sick leave.	An employee can only accumulate up to 120 sick days



4. A request for paid or unpaid annual leave (3 working day or less, not sick related) needs to be submitted 2-week in advance to the project manager for approval. A request for paid or unpaid leave (more than 3 working day, not sick related) needs to be submitted 4-week in advance to Decode Cure's executives' approval. An employee needs to submit an email to Ye, Bin (bin.ye@decodecure.com).
5. A sick leave request requires an appropriate medical certificate and an email to Ye, Bin (bin.ye@decodecure.com) when an employee can send email.
6. An employee needs to call Ye, Bin (6284 4717) for any emergency leave request and submit a request email with an explanation to bin.ye@decodecure.com when the employee can send email.
7. The Employee is not required to work when typhoon signal no.8 or above is hoisted and no Wages will be deducted during the period. The Employee is required to resume duty if the typhoon signal no.8 is lowered not less than three hours before close of working hours.
8. The Employee is not required to work when black rainstorm warning is hoisted and no wages will be deducted during the period. The Employee is required to resume duty if the black rainstorm warning is cancelled not less than three hours before close of working hours.
9. Decode Cure and its Employees are to make contributions towards the Mandatory Provident Fund Scheme in accordance with the requirements specified in the Mandatory Provident Fund Schemes Ordinance.
10. Decode Cure provides Office Comprehensive Insurance for all employees including hourly employees.