

Policy No: **CAC-004**

Doc. Version: **01/01/2018**

Date Effective: **01/ 01 /2018**

Subject: **Annual and OIL Balance**

POLICY:

It is the policy of the CENTRIN AFATEC grant employees annual leave as reflected in Employee letter or 12 Days for a year

OFF – In – Lieu (OIL) employee will earned if work on weekend or Public Holiday to provide on-site Installation/Training or support services for a customer based on the schedule proposed by the Project & Support Manager or Operations Manager.

Claimable OIL

- Project on Saturday entitle for 1 day
- Project on Sunday entitle for 1 day
- Project on Indonesia Public Holiday entitle for 1 day
- Travelling time during Saturday / Sunday / PH outside of JABODETABEK / BANDUNG that require min total of 7 hours entitle for 1/2 day
- Support hotline on Saturday, Sunday and Indonesia Public Holiday for 1/2 day

GUIDELINES:

1. Employee are required to notify their Manager/or Operations Manager at least one day before OIL to be taken
2. Annual and OIL balance can be carried forward to next year Max 10 Days (AL+OIL)
3. Annual leave must be applied for on the approved leave form prior four week before leave to be taken.
4. Operations Manager or Support Manager must approve annual leave in writing.
5. A copy of the approved leave form must be handed to Operations Manager.