

**ANNUAL LEAVE POLICY AND PROCEDURES**

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**NaviFloor Robotics, Inc.**

*Effective Date: January 1, 2024*

*Policy Number: HR-2024-001*

**1. PURPOSE AND SCOPE**

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- 1. This Annual Leave Policy ("Policy") establishes the terms and conditions

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2. This Policy applies to all full-time employees who have completed their p

## **2. DEFINITIONS**

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1. "Annual Leave Year" means January 1 through December 31.

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2. "Full-time Employee" means an employee who works a minimum of 30 h

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3. "Immediate Family Member" includes spouse, domestic partner, children,

## **3. ANNUAL LEAVE ENTITLEMENT**

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1. Leave Accrual Schedule:

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0-3 years of service: 15 days per year (1.25 days per month)

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4-7 years of service: 20 days per year (1.67 days per month)

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8+ years of service: 25 days per year (2.08 days per month)

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2. Engineering and Research Personnel:

Due to the specialized nature of robotics development work, engineering and research staff members receive an additional 5 days of annual leave per year, subject to project scheduling requirements.

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### 3. Executive Leadership:

Members of the executive leadership team (C-suite and Vice Presidents) receive 30 days of annual leave per year.

## 4. LEAVE REQUEST PROCEDURES

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1. All leave requests must be submitted through the Company's HR management system.

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2 weeks in advance for leave of 1-3 days

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4 weeks in advance for leave of 4+ days

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2. Laboratory and Production Staff:

Employees working in laboratory or production environments must coordinate requests with their department heads to ensure continuous operation of robotic testing and manufacturing facilities.

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### 3. Approval Process:

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Direct supervisor approval required for all requests

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Department head approval required for leaves exceeding 5 consecutive days

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HR notification required for leaves exceeding 10 consecutive days

## **5. CARRY-OVER AND COMPENSATION**

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1. Maximum carry-over of 5 days of unused leave to the following Annual Leave Year

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2. Carried-over leave must be used within the first quarter of the new Annual Leave Year

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3. No cash compensation will be provided for unused annual leave except upon termination of employment

## **6. RESTRICTIONS AND BLACKOUT PERIODS**

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1. Leave restrictions apply during:

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Major product launches

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Critical system implementations

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Quarter-end financial closing periods

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Annual robot certification periods

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2. Department heads will communicate blackout periods with minimum 30 d

## **7. SPECIAL CIRCUMSTANCES**

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1. Emergency Leave:

The Company recognizes that emergencies may arise requiring immediate le

Such cases will be handled on a case-by-case basis by HR in consultation wi

department leadership.

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## 2. Extended Leave:

Requests for extended leave beyond standard annual leave allowance will be evaluated under the Company's separate Extended Leave Policy.

## 8. COMPLIANCE AND RECORD-KEEPING

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### 1. HR shall maintain accurate records of:

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Leave accrual

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Leave usage



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Carry-over balances

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Approval documentation

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2. Quarterly audits will be conducted to ensure policy compliance.

## **9. POLICY MODIFICATIONS**

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1. The Company reserves the right to modify this Policy at any time with app

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2. Material changes will be communicated with minimum 30 days' notice.

## **10. ADMINISTRATION**

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1. The Human Resources Department is responsible for administering this Policy.

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2. Questions regarding this Policy should be directed to:

Human Resources Department

NaviFloor Robotics, Inc.

Email: [hr@navifloor.com](mailto:hr@navifloor.com)

Internal Extension: 2400

## **APPROVAL AND IMPLEMENTATION**

This Policy is approved and implemented by:

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James Wilson

Chief Financial Officer

NaviFloor Robotics, Inc.

Richard Torres

Chief Operating Officer

NaviFloor Robotics, Inc.

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