

Date: Sept 8, 2023

To: Sales Team

From:  Angela Monette T. Natividad
VP-Operations

Re: Addendum to Service Incentive Leave (SIL) Schedule

CC: HR, Finance & Audit

Greetings!

Last month, on August 2, 2023, we released a memo for Sales Service Incentive leave (SIL). We are amending these memo to add one of the guidelines. Please see the changes marked in bold below:

To allow ECs more opportunities to attain individual, store, and company-wide targets and to receive a higher Performance Incentive (PI) by the end of the month, starting Sept 15, 2023, we are enhancing the policy for Sales Service Incentive Leave (SIL).

- The SIL may be availed for nine straight days or in multiples of three in case operations cannot sustain a 9-day leave.
- SIL is allowed only from the 1st to the 25th **for the months of January to April, June to October. SIL also allowed from the 1st to 14th of November.**
- Team Members are allowed to use the previous year's unused SIL from January 1 to March 31 of the current year. All unused SILs will be forfeited afterwards.
- SIL cannot be availed on rest days. Rest days are excluded from the computation of the number of SIL days.

For your information and guidance. Thank you