

To : All Team Members

From :  Atty. Angelique Margret T. Natividad  
HR Director

RE : **Vaccination Leave Benefit**

Date : September 3, 2021

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When Covid-19 Vaccines were made available to everyone for them to be protected from getting infected of the virus. Because we value you, we are happy to inform you of our additional leave benefits that were made available to all Team Members who wish to get vaccinated against Covid-19.

All team members getting their 1<sup>st</sup> and 2<sup>nd</sup> doses of Covid vaccines may now avail of a Vaccination Leave. It is a two (2) day paid time off beginning on the day of the scheduled vaccine and ending on the day after vaccine. Both Probationary and Regular Team Members are qualified to avail this and can be filed on our HRIS as time off effective **September 3, 2021.**

Team Members are advised to send a picture of your vaccination card to HR after you get your vaccine. Those Team Members who already got fully vaccinated or received their 1<sup>st</sup> dose before September 3, 2021 may no longer avail of this benefit. *Only those Team Members who are about to get their 1<sup>st</sup> and 2<sup>nd</sup> dose starting September 3, 2021 are qualified.*

You may contact HR for questions,

Thank you.