

Date: June 29, 2022

To: All Team Members

From: Atty. Angelique  Margret T. Natividad, HR Director

Re: Extension of Vaccine Leave Policy Until December 2022

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We are extending the validity of the Vaccination Leave Benefit to December 2022 to encourage everyone to get their booster shots.

All team members getting their booster shot may avail of a two (2) day Vaccination Leave. This two (2) day paid time off begins on the day of the scheduled booster shot and ends on the day after vaccine administration. Both Probationary and Regular Team Members are qualified to avail this and the leave can be filed on our HRIS as time off. Please file as soon as possible so your Department Heads have ample time to review.

Kindly send a picture of your vaccination card to HR after you get your vaccine.

COVID-19 is still here. Please take the appropriate steps to keep yourself and your family safe by practicing the health protocols and getting your boosters.

Please contact HR for questions.