

**Date: February 7, 2024**

**To: Sales Team Members**

**From: Angela Monette T. Natividad**  
**VP-Operations**

**Re: Addendum EC, OIC and SIC Rest Day Schedule**

**CC: HR, Finance, Audit**

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Greetings!

Last September 8, 2023, we released a memo for EC, OIC and SIC Rest day schedule. We are amending these memo to add one of the guidelines. Please see the changes marked in bold below:

Practicing our values of family, ECs, OICs & SICs are allowed to rest from work and spend time with their family. With this, starting February 5, 2024, we are enhancing the schedule for Rest Days.

- ECs are entitled to one rest day after every 6 days of duty.
- Rest day falls on the same day of the week every week in the same calendar month  
example: every monday.
- Rest day is plotted by Team Leaders (TL) and announced in advance on a monthly basis before the start of the month.
- Rest day can be any day from Monday to Friday.
- Rest day is allowed only from the 1<sup>st</sup> to the 25<sup>th</sup> of each month.
- Only one EC allowed to have a rest day in one day per store.
- Only one change rest day is allowed for ECs, OICs, & SICs of each month.
- A request to change rest days must be made at least one (1) week before the scheduled rest day and is subject to approval by the TL.
- ECs requesting a change in rest day must look for another EC who is willing to swap rest days with her before making the request to the TL.
- If there is no other EC willing to swap rest days with the requester, the request to change rest day will not be allowed.
- If the change in rest day will result in two consecutive rest days for the requesting EC, the request will not be allowed.
- **ECs, OICs & SICs are allowed one Saturday or Sunday rest day per month.**

For your information and guidance. Thank you