

Date: 16 February 2019

To: All TNGC Employees

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

Re: Amendment of Service Incentive Leave (SIL) Policy

This is in addition to the SIL policy amendments we made last 7 February 2018.

At TNGC, we value Family. We value you, our Team Members, as our family. We value your hard work and your contribution to the company. Because we value family, we want you to be able to spend more time with your families. We want you to be able to take them on vacations, be with them during their first week of school, be able to visit relatives from out of town, and other activities that you can do to bond with family members.

In appreciation of your contributions, your Service Incentive Leaves (SIL) are now increased from six (6) days, to nine (9) days per calendar year effective the year 2018.

Please note that the rules concerning the use of SIL. These are the following:

1. SIL may only be availed of by those who have worked in the company for at least one year from their date of hire.
2. SIL must be used consecutively, or all nine (9) days straight. Exceptions to this rule are:
 - a. STI Employees under the Registrar's Office, Cashier, and Maintenance;
 - b. TNGC Employees in the Finance Department;
 - c. SJI Employees in the Sales Department and Supply Chain;
 - d. Departments with only a 1-person manpower lineup; and
 - e. Departments with Team Members who travel, and are temporarily short-staffed such that allowing the use of the 9-day SIL will impede operations significantly.

The exceptions enumerated above may avail of 3-day incentive leaves in three (3) tranches within the year, or they may divide their SIL into two tranches of 4 and 5 days, respectively.

3. SIL is valid for one (1) year on a Calendar year basis and must be pre-scheduled and approved by your department heads to ensure that operations will not be affected. Department heads and directors are enjoined to have a calendar of SIL usage of all their staff submitted to the HR Department at the end of January every year.
4. Any unused SIL for the previous calendar year may still be used in the month of January the next year. Unused SIL after January 31st of the succeeding year will be forfeited. This rule will not apply

to the Sales Department, whose Team Members may still use their leaves within the 1st quarter of the next year. This is in special consideration of our multiple peak months which need all our staff in stores as much as possible. However, despite the exception, all Sales Team Members are encouraged to take and fully consume their SIL within the calendar year.

5. Approved leave form must be filed with HR at least 1 week before the intended first day of SIL, for the leave to be counted as official use of SIL.
6. Leaves forms improperly filled or without the signature of your immediate superior, will not be considered official use of SIL. Instead, late filing or incomplete forms will be considered leave without pay.
7. When the HRIS leave module is fully functional, applications for leave can be made online through the HRIS. Another announcement will be made regarding this and the process for application later on.
8. This policy will not apply to faculty since they will have Christmas break in place of their SIL.

We also remind you of the process for availing of SIL:

1. Department director submits to HR the calendar of leaves for his/her department for the entire year.
2. Team Member informs HR of his/her intention to avail of nine (9) days incentive leave at least one week before the intended date of leave.
3. HR verifies whether the employee is qualified to avail of this benefit. If qualified, the employee may fill out a copy of the leave form.
4. Team Member shall fill out the leave form and have the Immediate Head approve and sign.
5. Team Member submits approved leave form to HR at least 3 days before intended leave.

With the increase in the SIL, we will no longer allow use of SIL one day at a time. This is because we want you, our Team Members, to rest and spend more time with your families instead of applying your SIL to sick days and similar things. We want you to enjoy your stay with your family without having to worry about finances.

For your information and guidance.

Sincerely,

Atty. Angelique Margaret T. Natividad

