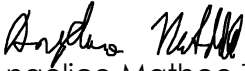




Date : 20 December 2023

To : Iconiq Innovations Team Members

From : 
Angelico Mattheo T. Natividad
General Manager

Noted by : 
Angelo Miguell T. Natividad
Finance Director

Approved : 
Angela Monette T. Natividad, CPA, ME
VP for Operations

Re : QST Service Incentive Leave (SIL) Policy

Every Team Member who has rendered at least one year of service shall be entitled to a yearly service incentive leave of eight (8) days which will be earned at .666 days per month.

Please note the following when availing of the SIL:

1. Team Members who desire to avail of the incentive leave for a minimum of one (1) day shall file on HRIS (DTR Services) one (1) week before the intended date of leave for approval of the immediate superior.
2. SIL is valid for one (1) Calendar year and must be pre-scheduled and approved by your immediate superior to ensure that operations will not be affected.
3. Leaves improperly filled or without the signature of your immediate superior will not be considered official use of SIL. Late filing and late approval will be considered leave without pay.
4. Team Members who are on approved leave and who desire to extend their leave shall file another leave on HRIS.
5. In the event a Team Member forgets to use the SIL or the remaining SIL, the unused SIL will be forfeited and no longer be allowed to use the leave credits in the next calendar year.
6. Team Members from the production cluster can still use any unused SIL from the previous calendar year up to March of the following year. Unused SIL after March 31st of the succeeding year will be forfeited. This is in special consideration of our multiple peak months which need some Team Members to complete the projects of clients as much as possible. However, despite the exception, all Team Members are encouraged to take and fully consume their SIL within the calendar year.
7. Absence taken on disapproved leave applications shall be considered as unauthorized absence and the Team Member shall be considered an absence without official leave (awol). A Team Member who is on AWOL shall suffer the corresponding salary deduction and sanction in violation of our company rules and regulations.

For your information and guidance.