

To : All Team Members

From : Atty. Angelique Margret T. Natividad
HR Director

RE : Addendum to Vaccination Leave Benefit – Vaccination Leave for Booster Shot

Date : January 4, 2022

Last September 3, 2021 the company made the vaccination leave available to all team members who will get their 1st and 2nd doses of Covid vaccines. Because we value you, we are happy to inform you that additional vaccination leave benefits will now be made available to all Team Members for those who wish to get their booster shot against Covid-19.

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 vaccine 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.

You may contact HR for questions.

Thank you.