



BANDAI WIREHARNES PHILIPPINES, INC.  
Lot 2, First Industrial Township, Brgy. Pagaspas, Tanauan City Batangas  
0917-106-4015

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## MEMORANDUM

TO : STAFF EMPLOYEES  
FROM : HR SECTION  
SUBJECT : LONG VACATION LEAVE POLICY  
DATE : 2025 MAY 05  
BWPI NO. : HR-M-E2025-01

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Dear Colleagues,

Please be guided of our policy regarding Long Vacation Leave.

### 1. PURPOSE

- This policy outlines the guidelines for requesting, approving, and managing long vacation leaves, **ENSURING MINIMAL DISRUPTION TO OPERATIONS** while allowing employees adequate time for rest and personal needs.

### 2. SCOPE

- This policy applies to all Regular Staff Employees who have completed at least 12 months of continuous service.

### 3. DEFINITION OF LONG VACATION LEAVE

- Long vacation leave refers to any continuous leave period exceeding 5 days.

### 4. ELIGIBILITY

- Employees must have completed a minimum of 1 year of service.
- Must have sufficient accrued leave balance (credit leave balance, offset balance, etc.).
- Leave may be unpaid if the accrued balance is insufficient, subject to approval.

### 5. REQUEST PROCESS

- Submit a formal written request at least 15 working days in advance.
- Include dates, purpose and a coverage plan / endorsement for duties.
- Approval must be obtained from the Department Manager and Vice President and must submit the approved request letter to HR Department.

### 6. APPROVAL CRITERIA

- Operational needs of the department.
- Adequate staffing coverage during the employee's absence.
- Performance and attendance history.

### 7. ENDORSEMENT

- Employees must coordinate with their team to delegate responsibilities.
- A transition plan must be submitted and approved before leave.

### 8. RESTRICTIONS

- Only one long vacation leave may be granted within a 24 months period.
- Not applicable during critical project phases or peak periods unless approved exceptionally.



"HARNESS THE POSSIBILITIES"

**BANDAI WIREHARNES PHILIPPINES, INC.**

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**9. POLICY VIOLATIONS**

- Failure to comply with this policy may result in disapprove of leave and disciplinary action.

For further inquiries, you may go directly to HR.

For your guidance.

Prepared by:

Department Head

Noted by:

Operations Manager

Approved by:

Vice President

Acknowledge By	Signature
ACCOUNTING	
ASSY	
ENGINEERING	
FACILITY/ESH	
IMPEX	
ISO	
PURCHASING	
PPIC	
QUALITY	