

EMPLOYEE POLICY HANDBOOK

TechCorp Learning Company

1. RESIGNATION POLICY

In accordance with the Employment Act of Singapore, all employees are required to provide a minimum of one month notice prior to resignation. For employees with less than 26 weeks of service, two weeks notice is required. Senior management positions require two months notice. The notice period begins from the date the written resignation is submitted to the Human Resources department. During the notice period, employees are expected to complete all assigned projects and assist in the transition of responsibilities. Notice pay may be given in lieu of working the notice period at the company's discretion.

2. ANNUAL LEAVE POLICY

Full-time employees are entitled to a minimum of 14 days of paid annual leave per year as mandated by Singapore's Employment Act. Employees with more than 5 years of service receive 18 days annually. Part-time employees receive annual leave prorated based on their work schedule. Annual leave requests must be submitted at least 14 days in advance and require supervisor approval. Unused annual leave may be carried forward to the next year, subject to a maximum of 7 days.

3. MEDICAL LEAVE POLICY

Employees are entitled to paid medical leave as per Singapore's Employment Act - 14 days for outpatient treatment and 60 days for hospitalization per calendar year. Medical certificates from registered medical practitioners are required for medical leave exceeding 1 day. Childcare leave of 6 days per year is provided for employees with children below 7 years old. Paternity leave of 2 weeks is granted to eligible male employees.

4. FLEXIBLE WORK ARRANGEMENTS

Employees may apply for flexible work arrangements including work-from-home up to 3 days per week, subject to operational requirements and supervisor approval. Flexible working hours between 7:00 AM to 7:00 PM are permitted with core hours from 10:00 AM to 4:00 PM SGT. All arrangements must be formalized in writing and reviewed quarterly. Company equipment and data security policies apply to all remote work locations.

5. TRAINING AND DEVELOPMENT

The company provides up to S\$3,000 annually per employee for professional development and training under the SkillsFuture initiative. This includes courses eligible for SkillsFuture credits, conferences, workshops, and certification programs. Training must be relevant to current role or career progression within the company. All training requests require pre-approval from direct supervisor and HR.

6. CPF AND BENEFITS

The company contributes to CPF at the statutory rates as required by Singapore law. Additional benefits include group medical insurance, dental coverage, and life insurance. Employees are eligible for marriage leave (3 days), compassionate leave for immediate family (3 days), and examination leave for job-related courses.

This handbook is effective as of January 1, 2024 and may be updated as needed. For questions regarding these policies, please contact the Human Resources department at hr@techcorp.com or call (555) 123-4567.