

# Holiday procedure for Bulgaria

[Last updated: May 2023]

## 1. Purpose

This document aims to give guidelines to all employees regarding the process of requesting and using holidays.

## 2. Involved company members

All company members are eligible to request holidays.

## 3. Types of holidays in translate plus Bulgaria

### 3.1. Paid

#### 3.1.1. Annual paid holidays

- Each translate plus employee starts their employment experience in the company with 21 holidays. In case the employee hasn't worked the whole year, the number of holidays they are entitled to is calculated via the following formula: (full number of holidays for the year/ 365 (days in the year) \* X (number of days the employee has worked)
- The paid holidays can only be used after the employee has acquired a minimum of 8 months of work experience on a labour contract. Exceptions can be made upon Manager's discretion.

### 3.1.2. Loyalty holidays

- Only employees with a certain tenure are entitled to loyalty holidays. For more information on the concrete loyalty holiday entitlement please check the loyalty plus program on myplus.
- Once you are entitled to a loyalty holiday, it is automatically added to your holiday allowance on my plus.

### 3.1.3. Additional paid holidays

- For the employee's wedding day – 2 working days. The employee needs to present marital certificate to the employer. This needs to be sent to HR via e-mail. These days can be used for the day of the wedding and the day after that. Should the wedding fall on a weekend, the days can be used for the following two days.
- Bereavement holidays – 2 working days. The employee needs to present a note from the municipality or funeral agency or a copy of the death certificate of the respective relative to the employer. This needs to be sent to HR via e-mail. These days can be used for the day of the funeral and the day after that. Should the funeral fall on a weekend, the days can be used for the following two days.
- Blood donation – 2 working days. The employee needs to present a note from the hospital, certifying that he has donated blood. This needs to be sent to HR via e-mail. These days can be used for the day of donating blood and the day after that.

### 3.2. Unpaid

- Each employee can use unpaid holidays only if their line manager has approved this beforehand.
- Unpaid holidays should be used after all paid holidays have already been used.

## 4. Holiday requests

- 4.1. Any holidays must be approved by the Team Manager before an employee can book any flights/accommodations etc.
- 4.2. You need to book holidays longer than 2 days at least 1 month in advance.
- 4.3. The standard paid holiday is approved and booked via my plus.
- 4.4. Unpaid holidays are not booked via myplus. If you have your direct manager's approval for unpaid leave, they should inform the HR team over e-mail.
- 4.5. Half days cannot be booked as per Bulgarian Labour Code.

## 5. Holidays transfer

- 5.1. Holidays that aren't used at the end of the year could be transferred to next year, but the number shouldn't be higher than 10 days.
- 5.2. The transferred holidays should be used by 30 June of the following year.
- 5.3. In order to transfer days for the next year you need to sign a request and order of approval. HR will prepare this and ask you to sign it.