

 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : Talent, Compensation and Benefit Management	
SR.HR.P.02.008	Policy : Leave	
Supersedes Policy : Yes	Issued on: 5 June 2019	Effective Date: 6 June 2019

Purpose:

Savan Legend Resorts Sole Company Limited purpose to provide all employees with appropriate leave entitlements according to job tier and in keeping with the local labor laws. The company realize that every employee must work efficiently as well as having deserved refreshment/resting time.

Therefore, the company would clarify all leave types, procedures and ensure that everyone implement correctly.

Procedures:

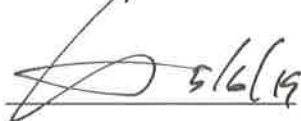
1. Type of Leaves

- Weekly Day-off and Change-day-off
- Annual Leave
- Public Holiday Leave
- Sick Leave
- Maternity Leave
- Personal Leave
- Unpaid Leave

1.1 Weekly Day-off and Change-day-off

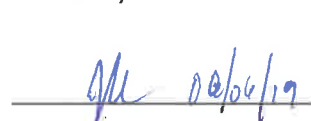
- 1.1.1 Every employee is eligible for 1 weekly day-off after working for 6 consecutive days.
- 1.1.2 Department Head plans, approves and announce the monthly working roster to subordinates by latest every 28th of each month. Before time, HOD must submit to HR by 26th.
- 1.1.3 There is no 'Keeping/saving day off', but Change-day-off with the certain plan of usage. Generally, it must be the prior purpose of company business requirement and Department Head will be the approver, verified by Human Resources. So HOD would consider to approve or not approve the personal change-day-off when requested by staff

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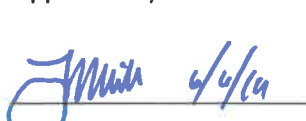
Director of Human Resources

Verified by

 08/06/19

Chief Operating Officer

Approved By

 4/4/19

President

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1.1.4 Changing day-off must work before using the day(s). The used period must be within 3-month period. However, employee must have at least 1 day off in every 2 weeks. (**Request for Change-day-off Form**).

1.2 Annual Leave

1.2.1 Annual Leave entitlement shall be 15 days for every employee

1.2.2 New joined Tier C and upper employees are eligible to use after passing probation period.

The evaluation form is the reference document.

1.2.3 The passed-probation employees will get the annual Leave at pro-rated (that employee could contact to check with HR when qualified to)

1.3 Public Holidays

1.3.1 Human Resources announces each year Public Holidays by December of the year before.

1.3.2 Public Holidays can be used 1 month before or by 5 months after that certain day(s) and will be automatically written off if it is not used.

1.4 Sick Leave

1.4.1 An employee must call ONLY before the working shift start to Department Head or assigned/authorized manager(s) to report and ask for sick leave permission.

1.4.2 Upon the return to work and before all, employee must submit the sick leave document to department administrator with referred doctor certificate (from hospital only).

1.4.3 An employee is eligible for sick leave for 30 days

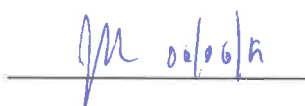
1.4.4 In case of sick and/or accident during the work in company premises, employee must report to the Department Head and meet the company clinic. The clinic will give the recommendation in written and Human Resources Director/Manager will consider for sick leave approval. Leaving the place without following the process will cause disciplinary action and unpaid on that working day.

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1.4.5 Company reserves to require some frequent ill employees to have deep check-up and by employee's owned expense.

1.5 Maternity Leave

- 1.5.1 Female employees must present the pregnancy referenced document (such as: doctor appointment, plan book and etc.), firstly to Department Head and next Human Resources once you have officially checked and confirmed the status from doctor. Therefore, HOD and HR can set the plan for whole period
- 1.5.2 She shall be entitled to one hundred and five days of maternity leave; however, she is required to take leave before giving period. After giving birth, she would take leave of other rest of outstanding portion.
- 1.5.3 In cases of giving birth to twins, maternity leave shall be at least one hundred and twenty days. During such a period, the employee shall receive full payment at the normal salary or wages.
- 1.5.4 Injury and/or illness occurred during maternity leave period, there would not be counted separately into the sick leave type. The timely appointment by doctor is not sick leave.
- 1.5.5 After giving birth, for a period of up to one year, female employees have the right to feed or take care for their child one hour per day. Besides, she has the right to leave to take their child for vaccinations according to schedule, appointed by doctor and return to work once finished. Anyways, this must be advance noticed and approved by Department Head.

1.6 Personal Leave


- 1.6.1 An employee has the right to ask for taking personal leave of three days while maintaining wages or salary in the following cases:
- The employee's own father, mother, husband or wife and children are injured and hospitalized and there is nobody to take care of them. Later, the support document (such as: doctor certificate that specified exact period of hospitalizing)
 - The employee's father, mother, husband/wife, or children pass away

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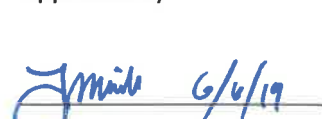
Director of Human Resources

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 06/06/19

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- The employee gets married
- The employee's wife gives birth or miscarries
- The employee is affected by natural disasters.

1.6.2 An employee who requests the personal leave must present the official document support either before or after, depending on cases to Department Head and Human Resources Head for approval.

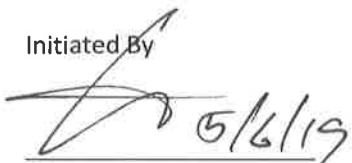
1.7 Unpaid Leave

- 1.7.1 An employee who wishes to take leave but has no remaining other leave with pay, or who wishes to take leave for other reasons that are not specified in these regulations, may request for unpaid leave type. However, the reason for taking leave must be extremely necessary. Nevertheless, they need to get a prior approval from their Department Head. Otherwise the taken leave will become absence and be considered as a serious misconduct.
- 1.7.2 An employee must submit a request for leave to the Department Head at least 7 days prior to the commencing date.
- 1.7.3 Days of leave will be counted continuously including any day-off during the leave (with the exception of Official Holidays or Annual Leave). This unpaid leave must be approved by their Department Head and Human Resources' verification.

Note:

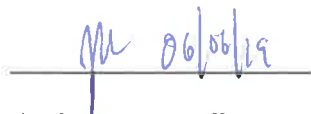
- Referred to Rules of Conduct No.7.1.1, every employee must come to work punctually and start to work without delay. All employees must record in/out for work by oneself for their own attendant report and must be with uniform.
- Only employees at Tier D and E are excused from recording in/out at the attendant machine but Human Resources/Management reserves the right to request their attendance/schedule any times.
- If some employees are aware of forgetting to record, they must submit the form to department administrator not later than 3 days (**Record In-Out Amendment Request Form**)
- The Special bonus leave refer to **SR.HR.P.02.006**

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- No pay for the outstanding Public Holidays and Annual Leave in any cases of termination
- We advise all employees to plan and possibly send the Annual Leave, Public Holiday and other Leave request at the month(s) before in order that the department scheduler can plan the roster efficiently and ensure the employee's plan would be approved.

Initiated By

 5/6/19

Director of Human Resources

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Chief Operating Officer

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President