

 Savan Resorts	POLICY AND PROCEDURE	
	Department: Human Resources	
	Section : Talent, Compensation and Benefit Management	
SR.HR.P.02.006	Policy : Special Bonus Leave	
Supersedes Policy No: <u>n/a</u>	Issued on: 22 December 2017	Effective Date: 1 January 2018


Purpose:

Savan Legend Resorts Sole Company Limited purpose to express appreciation and recognize on the loyalty of employees who have been working for company in certain periods.

Procedures:

1. This special bonus leave is depended on year of service and employee will be eligible for 1 extra leave day after completion of 2-year service adding in every year, 2 extra leave days after completion of 5-year service and onwards.
2. This kind of leave must be used by period of 1 year otherwise it is written off and no monetary compensation.
3. In the case that the employee is terminated/dismissed, there is no compensation of this leave type.
4. For re-hired employees, their year of service is counted as the new hired one.
5. Management reserves the right to cancel this extra leave to some staff from the reason considered from the frequent absence, lateness and etc.

Initiated By



Director of Human Resources

Verified By



Chief Financial Officer

Approved By



Chief Operating Officer