

## Vacation Request Policy - Company X

### Purpose:

The purpose of this policy is to regulate the vacation request process, ensuring that all employees of Company X can enjoy their rest rights in an organized and efficient manner.

### Who is Entitled to Vacation:

Every employee of Company X who has completed 12 months of continuous work at the company is entitled to 30 consecutive days of vacation.

If the employee has less than 12 months of work, he/she will be entitled to vacation proportional to the time worked.

### Deadlines for Request:

The vacation request must be made at least 30 days in advance of the desired vacation start date.

Vacation can be requested throughout the year, except during periods of high demand, which will be informed in advance by the company.

### How to Request Vacation

#### Filling out the Form:

The employee must fill out the Vacation Request Form available on the company's intranet or via the HR chatbot.

#### Date Selection:

The employee chooses the dates on which they wish to begin their vacation. Vacation dates are the responsibility of the direct manager for approval, respecting the team's need for coverage.

#### Leader Approval:

After submitting the request, the immediate manager will analyze the request based on the workload and availability of the team, and will approve or suggest changing the dates.

If the manager accepts the dates, the request will be sent to HR for confirmation.

#### Confirmation by HR:

HR will confirm the requested period and send a confirmation email, including the exact start and end date of the vacation, as well as information about vacation pay and the balance of available days.

### Important Limitations and Rules

**Accumulated Vacation:** If the employee has not taken vacation for more than 2 years, the company may schedule the release of the remaining period.

#### Proportional Vacation:

If the employee leaves the company before completing 12 months of work, he or she will be entitled to vacation proportional to the time worked.

The calculation of proportional vacations will be based on the length of service, considering 1/12 of vacation for each month worked.

#### Request Period:

The minimum period for requesting vacations is 5 consecutive days.

The maximum vacation period is 30 consecutive days.

#### Split Vacations:

Vacations can be split into up to two periods, with the agreement of the employee and the manager. Each vacation period cannot be less than 5 consecutive days.

Exceptions for shorter periods or splitting into more than 2 times must be agreed between the employee and HR.

#### Vacation Cancellation:

Vacation cancellations can only be made up to 10 days before the vacation start date.

After this period, cancellations will only be accepted in exceptional cases and with a valid justification, and will be evaluated by HR and the manager.

#### Vacation Payment:

Vacation pay will be made up to 2 days before the start of the vacation period, together with an additional 1/3 of the amount, in accordance with labor legislation.

Payment will be made to the same account where the employee receives his/her monthly salary.

Vacation not taken within the 2-year period will be paid in cash, plus an additional 1/3.

#### Exceptions and Periods of High Demand:

During periods of high demand, such as December to February (end of the year) or during trade fairs and important events, HR may ask employees to avoid taking vacations, unless it is an urgent case.

These exceptions will be communicated at least 3 months in advance to all employees.

#### Sick or Medical Leave Vacation:

If the employee needs to take vacations during a period of medical leave, the vacation may be rescheduled or brought forward, upon formal request to HR and presentation of the medical certificate.

#### Questions or Support:

If you have any questions or need help requesting your vacation, please contact HR via email at [rh@empresax.com](mailto:rh@empresax.com) or via the HR chatbot available on the intranet.