

Vacation

1. Objective

The objective of this Vacation Policy is to provide detailed and clear guidelines on the process of requesting, approving, compensating, and the rights of employees during their vacation period. The company seeks to ensure that all employees can enjoy their vacation time fairly, in accordance with labor laws and the operational needs of the organization. Our commitment is to the well-being and balance of employees, ensuring that the right to rest is respected.

2. Vacation Schedule

Right to Vacation: Every employee is entitled to 30 calendar days of vacation after completing 12 months of continuous work with the company. This vacation period can be taken in full or in fractions, as agreed upon by the employee and the company.

Vacation Request: Employees must request their vacation at least 30 days in advance of the desired date. The request should be made through the HR internal system or via a specific form, where the employee will indicate the desired dates for the vacation period.

Vacation Approval: Vacation approval will be done by the employee's immediate supervisor, taking into consideration the needs of the team and the company's operations. The supervisor may suggest changes to the dates if there is a scheduling conflict or a need to cover activities during the employee's vacation period.

Changing Vacation Dates: If an employee wishes to change their approved vacation dates, they must request the change at least 10 days in advance. The change will be subject to the supervisor's and HR's approval, depending on operational feasibility.

3. Compensation During Vacation

Salary During Vacation: During the vacation period, the employee will receive their full salary, as per their employment contract. The payment will be made as usual, on the last business day before the vacation period begins, or according to the regular payroll cycle.

Vacation Bonus: As per labor laws, every employee is entitled to a 1/3 vacation bonus on top of their vacation pay. This amount will be paid along with the salary, meaning the employee will receive their regular salary plus the constitutional third.

Additional Payments: If the employee is entitled to any bonus or incentive based on performance or goal achievements during the year, this amount will be included in the vacation payment, according to company policies.

4. Vacation Accumulation

Unused Vacation: If the employee does not take all of their vacation within the 12-month period after they become entitled to it, they may opt to receive the vacation pay instead. The company recommends that employees take their vacation to ensure adequate rest and well-being.

Split Vacation: Employees may split their vacation into up to three periods, with prior agreement from management and HR. The division of vacation should be agreed upon between the parties to ensure that splitting the vacation does not negatively impact company activities.

Collective Vacation: The company reserves the right to establish collective vacation periods, with at least 15 days' notice before the collective vacation period starts. This procedure will be implemented in cases of restructuring, simultaneous vacation, or closure of specific company sectors during specific periods (e.g., extended holidays or end-of-year break).

5. Vacation Transfer and Cancellation

Vacation Cancellation: In exceptional cases, the company may request the cancellation of approved vacation due to operational emergencies. In this case, the employee will be notified in advance and will have the right to reschedule their vacation to a new period, within 6 months after the cancellation, with the compensation remaining the same.

Vacation Transfer for Health Reasons: If the employee needs medical leave or is unable to travel or take vacation due to health reasons, they may transfer the vacation period, as long as they provide a valid medical certificate. The vacation period will be rescheduled for a later date, based on an agreement with the management.

6. Vacation and Medical Leave

Medical Leave During Vacation: If an employee becomes ill during their vacation period, they may suspend their vacation and use medical leave instead. A medical certificate will be required for this. The suspended vacation period will be rescheduled to another date after the employee's recovery.

Verification of Medical Leave: The company may request additional documentation to verify the employee's health condition in case of suspected abuse regarding the vacation suspension.

7. Legal Requirements and Deductions

Taxes and Deductions: During the vacation period, the employee will remain subject to mandatory deductions such as income tax, social security contributions, and other legal deductions, as provided by labor law.

Voluntary Deductions: If the employee has agreed to any voluntary deductions, such as health plans, life insurance, or retirement fund contributions, these will continue to be deducted during vacation, as per previously established conditions.

8. Vacation-Related Issues

Vacation Complaints: If an employee identifies any issue regarding their vacation, such as an error in the bonus payment, scheduling, or communication about dates, they should contact Human Resources (HR) or their direct supervisor for immediate correction. The company is committed to resolving any issues as quickly as possible.

Time to Report Issues: The employee must report any error or issue related to vacation within 10 business days after the occurrence. The company will take the necessary actions to ensure the employee's satisfaction.

9. Payment for Vacation at the End of Employment

Contract Termination: If the employee is terminated, whether through voluntary resignation, contract termination, or dismissal without cause, they will receive payment for any unused vacation days, along with the 1/3 bonus, as stipulated by labor laws.

Vacation Balance: The vacation balance will be calculated proportionally based on the time worked during the year, considering any vacation periods already taken and those accumulated at the time of the contract termination.

10. Confidentiality

Vacation Information: All details about an employee's vacation period, such as dates and payment amounts, are confidential. Employees should not disclose this information to other colleagues, unless necessary or permitted by the company.

Consequences of Breaching Confidentiality: Any violation of confidentiality related to vacation details or benefits may result in disciplinary action, according to the company's internal policies.

11. Policy Review

Policy Adjustments: This Vacation Policy will be reviewed periodically to ensure compliance with labor laws and company practices. If there are any significant changes in legislation or

internal procedures, the policy will be updated, and the changes will be communicated to employees with a minimum of 15 days' notice.