

# Alpha Unlimited Inc.

## Attendance and Leave Management Policy

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Approved by: \_\_\_\_\_ (CEO/General Manager)

### Preamble: Our Beliefs

At Alpha Unlimited Inc. (hereinafter referred to as "the Company"), we believe that the greatest creativity stems from a clear mind and a balanced life. Our work is a marathon to change the world, not a sprint. We are building a sustainable, long-term work culture where our partners can thrive, not just survive. Therefore, we are dedicated to creating an environment that supports our partners in fully resting, spending time with family, exploring their passions, and taking care of their physical and mental health outside of work. This policy aims to articulate our philosophy on attendance and leave; what we offer is not a set of rigid rules, but a framework based on **"trust"** and being **"results-oriented."** We believe that by granting our partners the autonomy to manage themselves and their schedules, they will reciprocate with greater passion, a stronger sense of ownership, and a deeper commitment to our collective goals. This mutual respect and confidence lead to the collective achievement of extraordinary things.

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## **Part One: General Principles and Leave Philosophy**

### **Chapter 1: Basic Principles**

Article 1: Purpose and Vision

To realize the Company's mission of "bringing positive change to the world through technology and innovation," this policy aims to establish a supportive, flexible, fair, and just attendance and leave management system. Our vision is to enable every partner at Alpha to reach their fullest potential while maintaining their personal well-being. This policy is a

concrete manifestation of our commitment to the health and wellness of our partners, ensuring they have the necessary time to rest, recharge, and return to work with renewed energy and creativity. We view this not as a cost, but as a strategic investment in our most valuable asset: our people. By fostering a culture that values rest as much as work, we are building a more resilient, innovative, and sustainable organization, capable of long-term success. This is a foundational principle of our operational strategy—we are cultivating a workforce that is not only productive but also passionate, engaged, and capable of enduring the challenges of a long-term journey. The health of our partners is directly linked to the health of our Company, and this policy is designed to be a clear and tangible signal of that unwavering belief.

## Article 2: Scope of Application

This policy applies to all regular employees globally, including full-time, part-time, and contract staff at all Company locations worldwide. The management of interns, consultants, temporary workers, and other non-typical employees shall be guided by the spirit of this policy and governed by their individual contracts, project agreements, and local labor laws. This policy supersedes all previous attendance and leave policies and guidelines. In the event of any conflict between this policy and a local law, the local law will prevail. We are committed to upholding the highest legal and ethical standards in every region we operate, and our policy will always adapt to be compliant with the most stringent local regulations.

## Article 3: Definitions

- **Core Hours:** To foster team collaboration and synchronous communication, the Company suggests common online hours (e.g., 10:00 AM to 4:00 PM). Teams may flexibly adjust these hours based on business needs, time zones, and project requirements. The purpose is to ensure a dedicated block of time for team meetings, collaboration, and live communication, even when team members are in different locations. These hours are not a rigid requirement but a guideline to facilitate effective communication and reduce the need for constant, asynchronous check-ins.
- **Results-Oriented:** The core of our performance evaluation is based on the **impact** and **outcomes** of a partner's work, not the hours invested or the physical location of work. We measure success by the quality, efficiency, and final results of a partner's contributions, not by time spent in the office or logged in online. This philosophy emphasizes tangible contributions and empowers partners to manage their time and energy as they see fit to achieve their goals. A partner who consistently delivers exceptional results ahead of schedule and takes time off for personal development is viewed as a higher performer than one who simply logs long hours without delivering the same level of impact.
- **Unlimited Paid Time Off (UPTO):** A trust-based leave policy where employees, upon coordinating with their manager and ensuring proper work handover, can request the necessary number of days off. This policy is designed to empower partners to manage their own well-being and is not an entitlement to be abused. The number of days is unlimited because we believe our partners are responsible professionals who will use this benefit judiciously for rest and rejuvenation, not as a substitute for working. It's a mutual exchange of faith: we trust you to be responsible stewards of your time, and in return, you trust us to support your well-being.

- **Partner:** Refers to any employee of Alpha Unlimited Inc. This term is used to reflect our belief that everyone in the company is a valued contributor and stakeholder in our collective success. We use this term to signal our commitment to mutual respect and shared responsibility, moving away from a traditional employer-employee dynamic. It signifies that your voice, expertise, and well-being are essential to the Company's mission, and you are not merely a resource but an integral part of our shared journey.
- **HRIS:** Human Resources Information System, the company's designated digital platform for all official HR-related processes, including leave applications, record-keeping, and policy reference. All leave requests must be submitted through the HRIS for proper tracking and management and to ensure a transparent and auditable record for both the employee and the company. The HRIS is the single source of truth for all leave data, ensuring accuracy and consistency across the organization.
- **Family:** Defined broadly to include a partner's spouse, domestic partner, child, parent, sibling, grandparent, grandchild, or any other individual for whom the partner is the primary caregiver. This also extends to pets in some cases, as outlined in Article 17, recognizing the deep emotional bonds that exist between partners and their animal companions. This inclusive definition acknowledges the diverse family structures in our society and our commitment to supporting our partners in all aspects of their personal lives.

## Chapter 2: Alpha's Leave Philosophy

### Article 4: Core Concepts: Autonomy, Trust, Well-being

We believe our partners are mature and responsible professionals. We reject the traditional mindset of "managing hours" and instead embrace the philosophy of "empowering autonomy." This means giving you the freedom to decide where and when you can do your best work. We trust our partners to manage their own time to achieve work objectives and to take rest when needed. We actively encourage our partners to take their leave, as timely rest is crucial for sparking innovation and sustaining long-term momentum. We believe that a well-rested team is a more creative, productive, and resilient team. This policy is a manifestation of this core belief, giving you the freedom to choose how you recharge and ensuring that rest is seen as a vital part of your work, not a reward for it. This approach fosters a culture where partners feel in control of their schedules, leading to higher job satisfaction and greater long-term commitment.

### Article 5: Leadership Principles in Practice

Our leave philosophy is deeply woven into our core leadership principles:

- **Earn Trust:** Managers and team members must build a relationship of mutual trust. Leave plans should be communicated openly and transparently to ensure information is synchronized and to build confidence in the team's ability to cover work. This trust is earned through consistent accountability, clear communication, and a shared commitment to team goals. For example, a manager who regularly discusses their team's well-being and proactively suggests taking time off is building trust, while a partner who consistently meets deadlines and provides clear handover notes is also earning trust.

- **Ownership:** When planning leave, partners must exercise **ownership** by proactively coordinating with their team and arranging for work delegation to ensure personal leave does not negatively impact team goals. This includes documenting project status, updating teammates, and setting up out-of-office notifications to ensure a seamless workflow. This proactive behavior is what turns a simple request into a responsible and collaborative action. It demonstrates a commitment to the team's success beyond individual duties.
- **Hire and Develop the Best:** We hire exceptional talent and trust them to manage their own work-life balance. The role of a manager is to support, not to restrict. Managers are encouraged to have regular, candid conversations with their team members about well-being and to proactively suggest taking time off when they observe signs of burnout or stress. This is not just about approving leave; it's about being an active partner in your team's health and career longevity. A great manager sees a team member taking a sabbatical not as a loss of productivity but as a strategic investment in their long-term growth.

#### Article 6: Diversity, Equity & Inclusion (DEI)

We understand that every partner has a different family structure, cultural background, and personal needs. Our leave policy is committed to being inclusive. Whether it's celebrating diverse cultural holidays, caring for family members, or attending to personal needs, we will do our utmost to provide support and ensure all partners enjoy fair leave rights. We do not discriminate in the administration of this policy based on race, color, religion, gender, sexual orientation, age, national origin, disability, or any other legally protected status. Our policies will be adapted to local customs and traditions where appropriate to ensure cultural sensitivity, such as providing additional time off for regional holidays not included in the standard company calendar. This is part of our commitment to creating a truly global and respectful workplace where every partner feels seen, valued, and supported in their unique circumstances.

## Part Two: Flexible Attendance and Work Models

### Chapter 3: Flexible Work Hours and Location

#### Article 7: Flexible Hours and Hybrid Work Model

The Company adopts a flexible hours and hybrid work model. Except for specific roles or business requirements, partners may, after coordinating with their manager, freely choose the work location and schedule that maximizes their productivity. Attendance should be based on completing team-set goals and not hindering collaboration. While we offer flexibility, we still expect partners to maintain a high level of accountability and responsiveness. Teams may establish their own "working agreements" to define collaboration norms, meeting times, and communication protocols that work best for their specific project needs. For example, a team with members in different time zones may agree to a rotating core hour schedule to ensure everyone has a chance to participate in live meetings. This approach ensures that while partners have the flexibility they need, the team remains a cohesive and highly effective unit.

#### Article 8: Remote Work and Communication

For partners working remotely, it is essential to maintain clear and consistent communication. This includes:

- Being available during agreed-upon **core hours** and ensuring a timely response to urgent requests, typically within a few hours. This allows for synchronous collaboration and reduces frustration.
- Proactively communicating any changes to your schedule or location. Transparency is key to building trust in a remote environment.
- Ensuring you have a reliable internet connection and a conducive, professional workspace to perform your duties effectively. This includes maintaining a professional video call background and minimizing distractions to show respect for your colleagues.
- Regularly participating in team meetings and check-ins to stay aligned with team goals and maintain team cohesion. These check-ins are vital for fostering the kind of camaraderie and shared purpose that can sometimes be challenging in a distributed work model.

#### Article 9: Expectations for In-Office Work

While we embrace flexibility, certain roles or team needs may require a physical presence in the office. This could include:

- Project kick-offs and strategy sessions that benefit from the dynamic energy of in-person collaboration. These sessions are often more effective when ideas can be whiteboarded and discussed in real-time, fostering spontaneous creativity.
- Onboarding and training of new team members, where face-to-face interaction can accelerate learning and integration into the team culture. In-person training provides a richer, more engaging experience.
- Hands-on work with physical equipment, prototypes, or confidential materials that cannot be accessed remotely.
- Critical client meetings or Company-wide events that require a physical presence.
- When a manager and team collectively agree that an in-person presence is necessary for a specific project, period, or to strengthen team bonds. Managers will communicate these requirements clearly and well in advance, ensuring partners have ample time to plan and make arrangements.

#### Article 10: Adherence to Local Laws and Regulations

All flexible work arrangements and attendance models must comply with local labor laws and regulations in the partner's location. This includes, but is not limited to, laws concerning working hours, overtime, and workplace health and safety. The Human Resources & Organizational Development Department will provide guidance on compliance in various regions and will regularly review policies to ensure they are up-to-date and legally sound. This includes, for example, understanding and complying with regional regulations on right-to-disconnect laws, ensuring that our policies empower partners while also protecting their rights.

#### Article 11: Work-from-Anywhere Program (Pilot)



As part of our commitment to autonomy, the Company is launching a pilot "Work-from-Anywhere" program. Partners who have been with the company for at least one year and have a satisfactory performance record may apply to work from a location outside their normal office for a period of up to 30 consecutive days per year. This program requires prior manager approval and compliance with all local laws and tax regulations. Partners are responsible for ensuring they have the right to work in the chosen location and for any personal tax implications. Partners must also ensure they have a stable and secure internet connection and that their work location meets security requirements. This program is designed to provide partners with the opportunity for extended personal travel while remaining a productive member of the team, fostering a truly global and flexible work experience.

## **Part Three: Leave Categories and Regulations**

### **Chapter 4: General Provisions**

#### **Article 12: Leave Classification**

Company leave is divided into two main categories: "Statutory Leave" and "Company Benefit Leave." All leave should be applied for in units of a "day," though it may be applied for in "hours" under specific circumstances (e.g., for a medical appointment). The HRIS system will track leave in both days and hours for accuracy, ensuring full transparency of your leave balance. This granular tracking provides partners with a clear view of their leave status, empowering them to manage their time off with confidence.

#### **Article 13: Salary and Benefit Calculation Principles**

- **Paid Leave:** Unless otherwise stipulated by law or a specific policy, salary will be paid as usual during all statutory and company benefit leave periods. This includes all regular pay, bonuses, and allowances that a partner would normally receive, ensuring a seamless experience and peace of mind during their time off. This is a crucial element of our trust-based culture, allowing partners to focus on their personal lives without worrying about their financial stability.
- **Unpaid Leave:** In accordance with the Labor Standards Act and other relevant laws, salary will not be paid for certain types of leave, such as personal leave and specific portions of sick leave. The HRIS system will clearly indicate whether a leave type is paid or unpaid. During unpaid leave, benefits such as health insurance may be affected, and partners will be informed of any necessary arrangements to maintain coverage. For example, an employee on extended unpaid leave may need to make arrangements to cover their health insurance premiums directly.

#### **Article 14: Leave Accrual, Payouts, and Forfeiture**

- **Accrual:** All statutory leave, such as annual leave, accrues according to local laws and the partner's seniority. Partners can check their accrued leave balance at any time through the HRIS.
- **Payouts:** Upon termination of employment, any accrued and unused statutory annual leave will be paid out in accordance with local labor laws.
- **Forfeiture:** Company benefit leave, such as UPTO, VTO, and Birthday Leave, is not an accrued benefit and cannot be converted into cash or paid out upon termination.



The philosophy behind these benefits is to promote well-being and social responsibility, not to provide an additional form of compensation. We believe these benefits are most valuable when used to take time off and recharge, not when they are commodified. This principle encourages partners to prioritize their well-being throughout their tenure at the Company, rather than viewing leave as a financial asset to be stockpiled.

## **Chapter 5: Statutory Leave**

### **Article 15: Annual Leave**

- **Purpose:** To encourage partners to take an annual long vacation to fully relax and rejuvenate.
- **Days and Regulations:** The number of annual leave days provided is fully compliant with and, in many cases, exceeds the standards of the Labor Standards Act. Seniority and corresponding leave days can be found in the HRIS system.
- **Principle:** We strongly encourage partners to use all their annual leave. For unused days at the end of the year, in addition to being carried over or paid out according to law, managers should proactively show concern and assist in scheduling the leave to prevent burnout. This is part of a manager's responsibility to actively support their team's well-being and is viewed as a key performance indicator for our leadership.

### **Article 16: Sick Leave**

- **Definition:** For rest or medical treatment due to personal physical or mental health reasons (including but not limited to illness, injury, and mental health appointments). We recognize that mental health is just as important as physical health, and this leave can be used to attend therapy sessions, recover from stress, or simply take a mental health day. Our policy is designed to destigmatize mental health issues, ensuring partners feel comfortable and supported in seeking the help they need.
- **Days:** The Company provides twelve (12) days of **full-pay** sick leave per year, which is superior to the statutory half-pay provision. These days are non-accruing and renew each calendar year. After these twelve days, leave will revert to the regulations of the Labor Standards Act (not exceeding 30 days in a year for non-hospitalized cases, with half-pay).
- **Proof:** A medical certificate is required for continuous leave of more than two days (inclusive) or for accumulated leave of five or more days in a single month. We trust our partners; no proof is needed for single-day or two-day sick leave, honoring your autonomy and privacy. This trust-based approach streamlines the process for minor illnesses, allowing partners to focus on recovery.

### **Article 17: Family Care-related Leave**

- **Statutory Leave:** Marriage Leave, Bereavement Leave, Maternity Leave, Prenatal Check-up Leave, Paternity and Accompaniment Leave: The number of days, salary, and application procedures fully comply with and exceed the regulations of the Labor Standards Act and the Act of Gender Equality in Employment. Specific details can be found in the HRIS.
- **Family Care Leave:** The Company provides seven (7) days of "full-pay" Family Care Leave annually, which is superior to the statutory unpaid provision and is not counted

as personal leave. This is intended to support partners in caring for their family members (including spouses, children, parents, and even pets) without worry when needed. This leave can be taken in increments of full or half days, providing maximum flexibility. For example, a partner can use this leave to take their pet to the vet for a critical appointment. This benefit is designed to acknowledge and support the various responsibilities our partners have outside of work.

#### Article 18: Other Statutory Leave

Menstrual Leave, Occupational Hazard Leave, Public Service Leave: These are handled in full compliance with relevant laws. Salary and procedures are based on announcements in the HRIS system. Partners should consult the HRIS for specific details and application procedures for these types of leave. In case of a public service obligation such as jury duty or military service, the Company will fully support the partner and ensure they are paid in accordance with local law and policy.

### Chapter 6: Company Benefit Leave

#### Article 19: Unlimited Paid Time Off (UPTO)

- **Philosophy:** This leave is applicable to all regular employees who have used or scheduled all their statutory annual leave for the current year. We believe that professional talent should not be constrained by a limited number of vacation days but should instead plan necessary rest based on project cycles, personal well-being, and team coordination. This empowers partners to take time off when they genuinely need it for rest and creativity, rather than feeling pressured to "save" days. This policy is a manifestation of our deeply held belief that a culture of trust and autonomy, not one of fear and rigid rules, is the key to unlocking true potential.
- **Regulations:** Eligibility: Regular employees with at least six months of continuous service who have used or scheduled all of their statutory annual leave for the current year. This is to ensure a partner has a minimum number of days off per year, as required by law, and to allow new partners time to acclimate to their roles and company culture before utilizing this benefit.
- **Application:** A leave plan must be discussed with the direct manager at least two weeks in advance to ensure work is properly handed over or delegated. For extended UPTO (more than 10 consecutive working days), a more detailed plan and discussion with the department director are required. This ensures that the team and company are not negatively impacted. The purpose of this dialogue is not to scrutinize the request but to facilitate a seamless transition and ensure project continuity during your absence.
- **Principle:** This is not an unconditional leave policy but is built on a high degree of responsibility. Managers and partners must jointly ensure that the leave will not negatively impact team goals, product timelines, or client commitments.
- **Exclusions:** This leave cannot be used to exhaust leave entitlements immediately before resignation, nor can it be converted into cash.

#### Article 20: Alpha Recharge Day

- **Purpose:** To prevent collective burnout, the Company will designate two Fridays each quarter as "Company-wide Recharge Days." On these days, all global offices

will be closed, and all partners are encouraged to step away from work and engage in activities that rejuvenate them. This is a powerful, collective action to combat workplace fatigue and foster a culture of well-being across the entire organization. It sends a clear message that rest is a shared value, not just an individual responsibility.

- **Procedure:** The dates will be announced by the Company at the beginning of each quarter. Partners do not need to apply for this day off. In cases where essential services must be maintained (e.g., system maintenance or client support), a limited number of partners may be required to work, and they will be compensated with a full day of alternative paid time off to be taken within the same quarter. This ensures that our essential services remain operational while still honoring the spirit of the recharge day for those who work.

#### **Article 21: Volunteer Time Off (VTO)**

- **Purpose:** To encourage partners to give back to the community, fulfilling the Company's mission to "bring positive change to the world."
- **Days:** The Company provides five (5) working days of full-pay VTO per year for service at company-approved or self-selected non-profit organizations. This is a crucial element of our commitment to social responsibility, empowering our partners to be agents of change in their local communities.
- **Procedure:** Partners must submit a VTO request through the HRIS, providing the name of the organization and a brief description of the volunteer activity. Approval is at the discretion of the manager, considering business needs. Partners are encouraged to share their volunteer experiences with the broader team to inspire others and highlight the company's commitment to social responsibility. Sharing these stories fosters a sense of collective purpose and demonstrates the impact we can have beyond our daily work.

#### **Article 22: Birthday Leave**

- **Purpose:** To celebrate our partners' special day.
- **Procedure:** Partners may choose any one (1) day within their birthday month to take as Birthday Leave and enjoy a day for themselves. This leave must be applied for through the HRIS at least one week in advance. This is an extra paid day off that is not deducted from any other leave balances. It is a small but meaningful gesture to show our appreciation for each partner's unique contributions.

#### **Article 23: Bereavement Leave**

- **Purpose:** To provide support and time for partners to mourn and attend to matters following the death of a family member.
- **Days:** The Company provides extended bereavement leave beyond statutory requirements for the death of an immediate family member (spouse, domestic partner, child, parent, sibling, grandparent, or grandchild). The specific number of days is outlined in the HRIS. An additional two days may be granted for travel if required, recognizing that travel can add to the emotional burden during a difficult time.
- **Procedure:** Partners must notify their manager and submit a request through the HRIS. Supporting documentation (e.g., a death certificate or obituary) may be

requested for extended leave. We understand that this is a sensitive and difficult time, and our HR and management teams are trained to handle these requests with the utmost empathy and discretion.

#### **Article 24: Marriage Leave**

- **Purpose:** To provide time for partners to prepare for and celebrate their marriage.
- **Days:** The Company provides a generous amount of paid Marriage Leave, in accordance with and exceeding local statutory requirements.
- **Procedure:** Partners must apply for this leave through the HRIS at least one month in advance, if possible, and provide a copy of their marriage certificate upon request. This leave can be taken in a single block or split into two periods to accommodate wedding and honeymoon plans. We encourage partners to take this time to create lasting memories without professional stress.

#### **Article 25: New Parent Leave (Maternity, Paternity, and Adoption)**

- **Purpose:** To support new parents in bonding with their child and adjusting to family life.
- **Days:** The Company offers comprehensive New Parent Leave, which includes Maternity, Paternity, and Adoption Leave, all with full pay and extending beyond legal requirements. This benefit is a cornerstone of our commitment to gender equality and family support, acknowledging that raising a family is a shared responsibility.
- **Procedure:** Partners should notify their manager and the HR department as soon as the pregnancy or adoption is confirmed to allow for proper planning and work delegation. Leave requests must be submitted through the HRIS with supporting documentation. The Company also offers resources for new parents to help them transition back to work smoothly.

#### **Article 26: Personal Development & Sabbatical Leave**

- **Purpose:** To provide a formal opportunity for long-tenured partners to step away from work for an extended period for personal growth, skill development, or well-being. This is an investment in our long-term talent, recognizing that a break from the routine can lead to profound personal and professional renewal.
- **Eligibility:** Partners with at least 5 years of continuous service are eligible to apply for a paid sabbatical of up to four weeks. This leave is not an entitlement and requires senior management approval.
- **Procedure:** A formal proposal must be submitted at least 6 months in advance, outlining the purpose of the leave and a detailed work handover plan. The sabbatical must not disrupt critical business operations. The proposal should clearly state the goals of the sabbatical and how the partner plans to use their time off to return to the company with renewed skills or perspectives. This ensures the sabbatical is a productive and mutually beneficial experience.

### **Part Four: Application Procedures and Responsibilities**

#### **Chapter 7: Leave Application Procedures and System**

##### **Article 27: Application Method and System**

All leave applications (except in emergencies) must be submitted through the Company's internal Human Resources Information System (HRIS). This ensures accurate record-keeping, transparency, and a streamlined approval process. Manual applications will only be accepted under special circumstances as approved by HR. The HRIS provides a secure, digital paper trail for all leave requests, which is essential for compliance and fair management.

## **Article 28: Application Deadlines and Planning**

- **General Leave:** It is recommended to apply for leave at least **three (3) working days** in advance. This allows for simple coordination and ensures no last-minute conflicts.
- **Long Leave (five consecutive working days or more):** It is mandatory to discuss with your manager **one month in advance** and submit the formal application **two weeks in advance**. This allows the team to plan for your absence effectively and to find temporary coverage, ensuring critical deadlines are met.
- **Emergencies:** In the event of a sudden illness or emergency, the direct manager must be notified via instant messaging, phone call, or other means **within one hour** after the start of core hours. A formal application must be submitted through the HRIS within **one (1) day** of returning to work. This procedure ensures that we prioritize a partner's health and safety while still maintaining proper records.

## **Article 29: Emergency and Unplanned Leave Procedures**

In an emergency situation, the primary concern is the partner's safety and well-being.

1. The partner or a family member should inform the direct manager as soon as possible.
2. If the partner is unable to contact their manager, they should contact the Human Resources & Organizational Development Department.
3. No formal application is required at the time of the emergency; however, the partner must submit the application and any required documentation upon their return to work. We have a dedicated hotline for partners to report emergencies 24/7 to ensure they receive immediate support.

## **Chapter 8: Division of Responsibilities and Work Delegation**

### **Article 30: Partner's Responsibilities**

- **Proactive Communication:** Communicate leave plans with your manager and team members in advance. This builds trust and ensures smooth operations.
- **Proper Handover:** Ensure that duties are assigned to a clear delegate during the leave period, and update your calendar and status to keep collaborators informed. This includes creating a handover document for long-term projects and setting up an out-of-office email and messaging notification. This responsibility is a core part of our "Ownership" principle.
- **Principle of Integrity:** All leave must be based on genuine needs. If any abuse or false reporting is verified, it will be handled according to the Company's code of conduct and disciplinary policy. This includes, but is not limited to, lying about the reason for leave, or taking a second job during a period of paid leave.

## Article 31: Manager's Responsibilities

- **Enable & Trust:** A manager's primary responsibility is to support the well-being of their team members and to trust their judgment. Leave requests should be approached with an **"approval by default"** attitude, and a manager should only deny a request in cases of critical and unavoidable business needs.
- **Resource Coordination:** Assist the team in coordinating work and allocating resources to ensure team members can take leave without worry. This includes proactively identifying potential gaps and finding solutions.
- **Fairness and Consistency:** Ensure that leave approval standards within the team are consistent and fair. If a partner's leave plan needs to be adjusted due to critical business needs, communicate early and sincerely, and seek alternative solutions, such as shifting project deadlines or providing additional support. Managers should lead by example by taking their own leave to show their commitment to the policy and the importance of rest.

## Article 32: Human Resources & Organizational Development Department's Responsibilities

- **Policy Management:** The HR department is responsible for the interpretation, implementation, and maintenance of this policy. They will ensure it remains compliant with all relevant laws and regulations.
- **Guidance and Support:** HR will serve as a resource for both partners and managers, providing guidance on the policy and resolving any issues or disputes that may arise.
- **Record-Keeping:** HR will maintain accurate and confidential records of all leave requests and balances in the HRIS, ensuring data integrity and privacy. All data handling will comply with the highest standards of data protection, such as GDPR.

## Part Five: Appendices

### Chapter 9: Policy Management

#### Article 33: Policy Interpretation and Revision

The authority to interpret this policy rests with the Human Resources & Organizational Development Department. This policy may be revised by a proposal from the HR department and approval from the Company's senior management to adapt to company development, regulatory changes, and evolving best practices. All revisions will be communicated to partners in a timely manner. We are committed to a continuous improvement process, and feedback from our partners is an essential part of that process.

#### Article 34: Effective Date and Communication

This policy shall be implemented on September 1, 2025, and all previous related regulations are simultaneously repealed. The Company will provide a comprehensive communication plan, including information sessions and Q&A forums, to ensure all partners fully understand the new policy. This ensures a smooth transition and addresses any potential questions or concerns proactively.

### Chapter 10: Disciplinary Action and Compliance



## Article 35: Non-compliance and Abuse of Policy

While this policy is founded on trust, non-compliance or abuse will be addressed seriously. Examples of abuse include, but are not limited to:

- Submitting false information to justify a leave request.
- Working another job while on leave.
- Falsely claiming to be ill or in an emergency.
- Failing to properly delegate work, resulting in significant negative impact on team or company goals.
- Repeatedly violating application procedures without justification.
- Failing to report your work status accurately.
- Intentionally creating a disruption for the team or company by taking leave at a critical time without a valid reason and without proper coordination.

## Article 36: Disciplinary Action Framework

Disciplinary action for policy abuse will be handled in accordance with the Company's Disciplinary Policy, which may include a progressive series of actions, such as:

1. **Verbal warning:** For minor, first-time offenses. This is a chance for a candid conversation to re-align on expectations.
2. **Written warning:** For repeated offenses or more serious infractions. This serves as a formal record of the issue.
3. **Suspension without pay:** For significant violations of trust.
4. Termination of employment: For severe and repeated abuse of the policy.  
The severity of the action will depend on the nature and frequency of the abuse, and all actions will be documented. Our goal is always to guide and correct, but we will not tolerate behavior that undermines the trust-based foundation of our culture.

## Article 37: Confidentiality and Data Protection

All personal information and medical records provided for leave requests will be handled with the utmost confidentiality. Only authorized HR personnel and managers with a legitimate need to know will have access to this information. Data will be stored securely in the HRIS in compliance with all data protection laws, such as GDPR and other local regulations. We are committed to protecting our partners' privacy and ensuring their sensitive information is handled with the highest level of care.

## Part Six: FAQs and Case Studies

### Chapter 11: Frequently Asked Questions

#### Article 38: Common Questions

Q1: How do I know how much annual leave I have?

A1: You can check your accrued annual leave balance at any time by logging into the HRIS system. It is updated in real-time.

Q2: Can I take UPTO before I've used all my annual leave?



A2: No, you must have used or scheduled all your statutory annual leave for the current year before you are eligible to take UPTO. This ensures compliance with labor laws and encourages regular, planned vacations.

Q3: What if I have a sudden medical emergency and can't apply through the HRIS?

A3: In an emergency, your first priority is your health. Immediately notify your manager via phone call or messaging. You can submit the formal application through the HRIS when you are able to return to work.

Q4: Can I save up my unused UPTO days and get them paid out when I leave the company?

A4: No. UPTO is a benefit that is not accrued and cannot be converted to cash or paid out upon resignation or termination.

Q5: How many days of sick leave do I get?

A5: You are entitled to 12 days of full-pay sick leave per year. After that, statutory regulations apply, which is half-pay for up to 30 days.

Q6: Is remote work a permanent option?

A6: The hybrid work model is our default. While remote work is an option, certain roles or team needs may require in-office presence. This will be determined by your manager and team.

Q7: Can I take my Birthday Leave at any time?

A7: You can take your Birthday Leave at any point within your birth month. Please ensure you apply for it at least one week in advance.

## **Chapter 12: Illustrative Case Studies**

### **Article 39: Case Studies on UPTO and Flexible Work**

#### **Case Study 1: The Burnout Preventer**

- **Scenario:** A software engineer, Jane, has been working on a complex project for six months. She feels a creative block and the start of burnout. She has already used her annual leave for the year.
- **Application of Policy:** Jane discusses her situation with her manager, who, instead of viewing it as a problem, trusts her judgment. The manager reviews the project timeline, and they agree on a two-week UPTO period for Jane to recharge. Jane documents her work, hands over tasks to a teammate, and returns with fresh ideas and renewed energy. The manager's proactive support in identifying signs of burnout and actively encouraging time off demonstrates a core principle of our leadership philosophy, and Jane's sense of ownership ensures the project remains on track. This mutual trust and respect are crucial for the long-term health of our teams and the company's innovation pipeline.

- **Outcome:** The project's success is not hampered; in fact, Jane's rest leads to a more innovative solution, validating the trust-based model. Her manager also proactively checks in on her well-being in the future, fostering a resilient and supportive working relationship.

### Case Study 2: The Family Caregiver

- **Scenario:** A marketing director, Tom, needs to take unexpected leave to care for his elderly parent who has a sudden health issue. He has exhausted his statutory family care leave days.
- **Application of Policy:** Tom informs his manager, who, recognizing the serious nature of the situation, immediately approves his request for an additional week of leave under the UPTO policy. The manager and team rally to cover Tom's responsibilities, understanding that caring for family is a priority. This is an example of the policy's flexibility in action, where personal emergencies take precedence over rigid rules. The team's quick response in redistributing tasks and offering support highlights the importance of collaboration and empathy in our culture. The manager's role in facilitating this seamless handover is critical to upholding our values of trust and well-being.
- **Outcome:** Tom is able to attend to his family without financial or professional stress, reinforcing his commitment and loyalty to the company. The team's flexibility and support demonstrate the culture of well-being, proving that when partners feel supported in their personal lives, their professional engagement deepens.

### Case Study 3: The Work-Life Balancer

- **Scenario:** A designer, Mark, wants to travel for three weeks but only has a few days of annual leave left. The trip is non-urgent and for personal enjoyment.
- **Application of Policy:** Mark discusses his plan with his manager two months in advance. They review his project deadlines and agree that with proper planning and handover, a three-week UPTO is feasible. Mark ensures all his work is completed or delegated before he leaves, creating a detailed handover document and setting up out-of-office notifications on his email and internal messaging platforms. The long planning period allows for a smooth transition, proving that the UPTO policy is most effective when used with foresight and clear communication.
- **Outcome:** Mark takes his trip, comes back refreshed, and the company demonstrates that it genuinely supports its partners' personal lives, fostering a culture of mutual respect and autonomy. His return is seamless, and he shares his renewed inspiration with the team, leading to new creative ideas for upcoming projects.