

## **Staff Time Off and Benefits – Q&A**

**1. Q: What types of time off are available to staff?**

**A:** Staff are entitled to annual leave, sick leave, parental leave, compassionate leave, and public holidays. Additional leave types may be available depending on the employment contract or labor laws.

**2. Q: How many days of annual leave do staff receive per year?**

**A:** Full-time employees typically receive 21 days of paid annual leave per year.

**3. Q: How is sick leave managed and what documentation is required?**

**A:** Staff must notify their supervisor as soon as possible and provide a medical certificate for sick leave lasting more than one day (or as per policy).

**4. Q: Are unused leave days carried forward to the next year?**

**A:** Yes, unused annual leave may be carried forward, usually up to a maximum limit of 21 days.

**5. Q: What benefits are provided in terms of healthcare?**

**A:** Employees may receive medical insurance, dental coverage, and reimbursement for outpatient visits. Coverage details vary by role and location.

**6. Q: Are there any wellness or mental health benefits?**

**A:** Yes, the company may offer wellness programs such as gym memberships, Employee Assistance Programs (EAP), counseling services, massage service or mindfulness apps.

**7. Q: Do staff receive benefits for parental or maternity leave?**

**A:** Eligible employees are entitled to maternity, paternity, and adoption leave according to government regulations and company policy, often with full or partial pay.

**8. Q: Are part-time employees eligible for time off and benefits?**

**A:** Yes, but the benefits and leave entitlements are typically pro-rated based on their working hours.

**9. Q: Is there a policy for unpaid leave?**

**A:** Yes, staff may request unpaid leave for personal reasons, subject to manager approval and operational needs.

**10. Q: How are public holidays handled for shift-based staff?**

**A:** Shift-based staff who work on a public holiday are usually compensated with either overtime pay or time off in lieu, in accordance with labor laws

**11. When can I start my maternity leave?**

A: The earliest you can start your leave is 28 days before your expected due date. If your baby is premature, your maternity leave will begin on the day your baby is born.

**12. Who is eligible for maternity leave?**

A: Full-time, part-time, and fixed-term Singapore-based Alphabet employees and interns are eligible. Temps, vendors, and contractors aren't eligible for this policy, and should contact their employer directly to understand their benefits