	<h1>Vacation Leave</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-SS-05.16
	Department: Human Resources	Effective Date: September 9, 2024	Revision No 2

Scope

To provide guidelines in administering and availing of Vacation Leave (VL) to all employees of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc.

Ownership

The Human Resource (HR) Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

Policies


Usage of VL Credits

1. Upon regularization, employee shall accrue VL credits at 1.25 per month or 15 days per year.
2. Usage of VL credits may be done one time or staggered within the calendar year extending to January 31 of the succeeding year.
3. VL credits shall be used in a manner that there will be no major impact on team's/unit's operations.
4. An employee is allowed to use the year's to-be-earned VL Credits in advance provided that there will be no major impact on team's/unit's operations.
5. For employees who already used VL credits in advance but to be separated from the company, the equivalent value of used but unearned VL credits shall be deducted from employee's last payment.
6. If the employee's last payment is insufficient to cover all deductibles including used but unearned VL credits, the company shall require the employee to pay due amount in cash.

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Unused VL

1. Unused VL credits is not convertible to cash and not cumulative.
2. Unused VL credits corresponding to the current year (e.g. 2023) shall be forfeited if not used by January 31 of succeeding year (e.g. 2024)

VL Application

1. Vacation Leave shall be filed online thru **PAYplus**.
2. Leaders shall approve VL Applications online thru **PAYplus**.
3. Emergency leave is filed under Vacation Leave and must be filed within three (3) three days (business day) upon return to work.
4. Planned VL shall be filed in advance, at least 3 days (business day) prior the actual leave.
5. Late filing of VL shall be credited to the next payroll date.
6. VL application with different calendar year should be filed separately:

Example:

Leave of absence is from December 30, 2023 to January 3, 2024.


Employee must file 2 leave applications:

1. December 25 to 31, 2023
2. January 1 to 3, 2024

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Pro-rated VL Credits

Regularization date does not fall at the beginning of the year (e.g. January 1) and separation date does not fall at the end of the year (e.g. December 31).

The computation of VL Credits shall be as follows:

Example 1:

Employee's regularization:	June 16, 2011
VL entitlement:	15 days annually
Determine period of VL accrual:	June 16 - Dec 31, 2011
Transpose accrual period to months:	198 days/365 days x 12 mos. = 6.51 months
Determine pro-rated VL credits:	15 days/12 mos. x 6.51 mos. = 8.13 days


Example 2:

Computation of VL Credits based on separation date:	
Hiring date:	March 1, 2000
Resignation date:	June 5, 2008
VL entitlement:	15 days annually
Determine period of VL accrual:	Jan 1 - Jun 5, 2008 (156 days)
Transpose accrual period to months:	156 days/365 days x 12 mos. = 5.13 months
Determine pro-rated VL credits:	15 days/12 mos. x 5.13 mos. = 6.41 days

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Responsibility

The employee is responsible for:

1. Reading and understanding this policy on Vacation Leave
2. Complying with this policy on Vacation Leave
3. Using Vacation Leave Credits properly and timely
4. Coordinating usage of Vacation Leave credits with immediate leader

The immediate leader is responsible for:

1. Reading and understanding this policy on Vacation Leave
2. Ensuring timely and accurate approval of Vacation Leave

The Human Resources Department is responsible for:

1. Cascading Vacation Leave policy to respective SBU
2. Monitoring leave credits of employee

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