

Objective

To provide guidelines in administering and availing of Vacation Leave(VL) in the company

Scope

This policy covers all regular employees of F2 Logistics Philippines Inc.

Definition

Vacation Leave is a time off from work for personal activities.

Process Owner

Human Resources Department

Policy

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.

Prepared by:

Elenita T. Inot

HR & Process Manager

Noted by:

Chabio T. Sison

SVP-Shared Services
CFO/CRO

Approved by:

Efren E. Uy

President & CEO

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.

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. 2011) shall be forfeited if not used by January 31 of succeeding year (e.g. 2012)

VL Application

1. Vacation Leave shall be filed manually thru "Application for Leave of Absence" Form.
2. Leaders shall approve VL Applications thru "Application for Leave of Absence" Form.
3. "Application for Leave of Absence" Form shall be accomplished in two (2) copies: Employee & HR copy.
4. For emergency leave, application for VL should be filed within three (3) days (business day) from the date of actual leave.
5. Planned VL shall be filed in advance, at least 3 days (business day) prior the actual leave.
6. Late filing of VL shall be credited to the next payroll date.

Prepared by:

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Approved by:

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HR & Process Manager

Chabio T. SisonSVP-Shared Services
CFO/CRO**Efren E. Uy**

President & CEO

7. VL application with different calendar year should be filed separately:

Example:

Leave of absence is from December 30, 2011 to January 3, 2012.

Employee must accomplish 2 leave applications:

1. December 25 to 31, 2011
2. January 1 to 3, 2012

Pro-rated VL Credits

1. 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

Prepared by:	Noted by:	Approved by:
Elenita T. Inot	Chabio T. Sison	Efren E. Uy
HR & Process Manager	SVP-Shared Services CFO/CRO	President & CEO

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

Prepared by:

Noted by:

Approved by:

Elenita T. Inot
Chabio T. Sison
Efren E. Uy

HR & Process Manager

 SVP-Shared Services
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President & CEO

Responsibility

The employee is responsible for:

- Reading and understanding this policy on Vacation Leave
- Complying with this policy on Vacation Leave
- Using Vacation Leave Credits properly and timely
- Coordinating usage of Vacation Leave credits with immediate leader

The immediate leader is responsible for:

- Reading and understanding this policy on Vacation Leave
- Ensuring timely and accurate approval of Vacation Leave

The Human Resources Department is responsible for:

- Cascading Vacation Leave policy to respective SBU
- Monitoring leave credits of employee

Distribution

Officers, Team Leaders, Unit Leaders, HR Partners

Ownership

The HR Services is responsible in ensuring that this document is necessary and it reflects actual practice.

The Human Resources Department is also responsible revising this policy when appropriate.

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Noted by:

Approved by:

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HR & Process Manager

Chabio T. Sison

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CFO/CRO

Efren E. Uy

President & CEO