

KOLIN PHILIPPINES INTL. INC

POLICY ON	EMERGENCY LEAVE	SECTION	011
CATEGORY	ALL EMPLOYEES	PAGE	1 of 3

PREPARED BY	THADDEUS GEORGE ROMAN	REVISION	Rev. 05
APPROVED BY	OLIVER M. FILOTEO	EFFECTIVITY DATE:	DEC 1, 2025

I. POLICY

The company acknowledges that employees may occasionally need to address personal emergencies, which may require brief absences from work. Therefore, all employees, regardless of employment status or position, are entitled to Emergency Leave.

However, Emergency Leave is not automatically granted to employees under all circumstances. The company reserves the right to allocate Emergency Leave during extraordinary situations or events that require the suspension of company operations.

Emergency Leave credits will be granted to all employees upon regularization. Emergency leave entitlement is based on an employee's position as shown in the table below:

Asst. Supervisor & Up	Employee Level 3	Employee Levels 1 – 2	Rank & File
3 days	3 days	3 days	1 day

II. EMERGENCY LEAVE GUIDELINES

a. Definition of Emergency

An emergency refers to an unforeseen and serious situation that requires the employee's immediate and personal attention. Examples of such events include, but are not limited to:

- Hospitalization of an immediate family member
- An unforeseen event or accident at home that demands the employee's immediate attention and may temporarily prevent them from performing their work duties
- Bereavement of immediate family member
- Attendance is required for urgent legal obligations
- Volcanic eruption
- Pandemic
- Heavy rainfall or flooding
- Earthquake
- Fire
- Civil unrest or wars

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b. Immediate Family

Immediate family refers to an employee's 1st degree of consanguinity (parents and children) and 1st degree of affinity (spouse).

c. Leave Entitlement

Upon regularization, rank-and-file employees shall be entitled to 1 day of Emergency Leave per year, pro-rated based on the date of regularization, while all other employees shall be entitled to 3 days of Emergency Leave per year, pro-rated accordingly.

d. Continuous Use of Emergency Leave

In cases of extended emergencies such as the death or hospitalization of an immediate family member, employees may use their Emergency Leave on a continuous basis as long as they have available leave credits. This also applies to other unforeseen emergencies that require extended absence, such as the aftermath of a natural disaster or civil unrest. If the employee exhausts their Emergency Leave credits and is unable to return to work, the "**No Work, No Pay**" rule will apply, meaning the employee will not be paid for the period in which they are absent beyond their available Emergency Leave.

e. Leave Filing Procedure

Emergency Leave requests must be filed through the HRIS. Employees should submit their requests as soon as they return to work after the emergency or in anticipation of such an emergency.

For situations involving hospitalization, death or other serious emergencies, employees may be required to provide relevant documentation (e.g., a medical certificate, death certificate, or other supporting documents) to validate the leave request.

Failure to submit leave request through HRIS in a timely manner may result in the leave being unapproved or unpaid.

f. Approval of Leave

Emergency Leave requests will be reviewed by management based on the operational needs of the company and the nature of the emergency. In cases where Emergency Leave is required due to unforeseen or immediate circumstances, employees should inform their direct supervisor or HR as soon as possible for urgent approval.

g. Non-Cumulative Leave

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Emergency Leave credits are non-cumulative and cannot be carried over to the following year. Any unused Emergency Leave will be forfeited at the end of the calendar year. Additionally, Emergency Leave credits cannot be converted into cash or other forms of compensation under any circumstances.

h. Abuse of Emergency Leave

Any misuse or abuse of Emergency Leave (e.g., submitting false claims or excessive use without justification) may result in disciplinary action. The HRD will be responsible for monitoring the frequency and legitimacy of Emergency Leave requests to ensure that the leave is being used appropriately.