

KOLIN PHILIPPINES INTL. INC

POLICY ON	:	VACATION LEAVE	SECTION	:	009
CATEGORY	:	ALL EMPLOYEES	PAGE	:	1 of 2

PREPARED BY	:	THADDEUS GEORGE ROMAN	REVISION	:	Rev. 08
APPROVED BY	:	OLIVER M. FILOTEO	EFFECTIVITY DATE:	:	NOV 1, 2025

I. POLICY

The Company recognizes the importance of work-life balance and supports employees' need for uninterrupted rest and personal time. Vacation Leave (VL) provides employees the opportunity to rest, recharge, and attend to personal matters not covered by emergency, bereavement, or parental leaves. All vacation leaves are earned on a pro-rata basis throughout the year, and unused leave credits are converted to cash at the end of each calendar year.

II. ELIGIBILITY AND ENTITLEMENT

a. ELIGIBILITY

Vacation leave is granted to all employees upon regularization.

b. VACATION LEAVE CREDITS BY POSITION AND LENGTH OF SERVICE

Vacation leave entitlement is based on an employee's position and length of service, as shown in the table below:

Length of Service	Asst. Supervisor & Up	Employee Level 3	Employee Levels 1 – 2	Rank & File
1 year but less than 3 years	7 days	6 days	5 days	3 days
3 years but less than 5 years	10 days	8 days	7 days	4 days
5 years and above	15 days	10 days	10 days	5 days

III. VACATION LEAVE CREDIT ALLOCATION UPON REGULARIZATION

Upon regularization, employees shall receive their vacation leave entitlement on a pro-rata basis, calculated from the date of hire to the end of the calendar year. The leave entitlement shall be based on rank and length of service.

IV. PROCEDURE AND GUIDELINES

a. FILING AND APPROVAL

Employees must file their vacation leave requests at least three (3) days in advance of the intended leave date. The request should be submitted through the HRIS system and must be approved by the Immediate Superior. If the employee fails to file the request within the required timeframe, the leave will be considered unauthorized and will be treated as an absence.

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b. LEAVE SCHEDULING

Employees are not permitted to take continuous or extended vacation leave unless specifically approved under exceptional circumstances.

Vacation leave must be taken in accordance with the employee's accrued leave balance on a pro rata basis. Employees may only use leave that has already been earned or credited; future leave cannot be advanced or borrowed.

c. LEAVE PAY

Vacation leave is considered paid if it is duly filed, approved by the immediate superior, and the employee has sufficient available leave credits. However, if the application for leave is disapproved or the employee has used all available leave credits, the leave will be considered without pay. If an employee files for vacation leave when they have no remaining leave credits, it must be marked as leave without pay.

d. CONVERSION AND FORFEITURE

At the end of each calendar year, any unused vacation leave credits will be converted to cash and paid out in January. In the event of resignation or separation, the employee will receive a pro-rated payment for any unused vacation leave credits.

If an employee has overused their leave credits, the excess amount will be deducted from their salary upon discovery of the overage. Both the employee and their immediate superior will be informed in writing by the Timekeeping Assistant regarding the deduction and the associated details.

e. RESTRICTION

Vacation leave cannot be charged against sick leave. Extensions of approved vacation leave are not allowed. Additionally, vacation leave cannot be used to offset the required resignation notice period or turnover obligations.

V. OTHER PROVISIONS

Employees are encouraged to plan their vacation leaves well in advance and coordinate with their immediate superior to ensure that operations are not disrupted. The Company reserves the right to modify or update this policy to comply with regulatory changes or internal needs.