

# KOLIN PHILIPPINES INTL INC.

POLICY ON :	SICK LEAVE	SECTION:	010
CATEGORY:	ALL EMPLOYEES	PAGE:	1 of 3
PREPARED BY:	THADDEUS GEORGE ROMAN	REVISION	Rev. 06
APPROVED BY:	OLIVER M. FILOTEO	EFFECTIVITY DATE:	JUL 1, 2025

## I. POLICY

The Company recognizes the importance of supporting employees during periods of illness, injury, or physical incapacity. Sick Leave (SL) is a paid time-off benefit that allows employees to rest and recover without affecting their regular income. This policy ensures that employees are fairly supported while also maintaining company productivity.

Unused sick leave credits are converted into cash at the end of each calendar year and are paid out in January of the following year.

## II. ELIGIBILITY AND ENTITLEMENT

### a. ELIGIBILITY

Sick Leave is granted to all employees upon regularization.

### b. SICK LEAVE CREDITS BY POSITION AND LENGTH OF SERVICE

Sick leave entitlement is based on the 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. SICK LEAVE CREDIT ALLOCATION UPON REGULARIZATION

Upon regularization, employees will be granted their full annual sick leave entitlement immediately, regardless of the month of regularization. This means the employee will receive the full entitlement based on their position and length of service for the remainder of the calendar year, without any pro-rata calculations. At the end of the year, any unused sick leave credits will be forfeited and will not be carried over to the following year, nor will they be convertible to cash. Sick leave is intended strictly for health-related absences and must be supported by appropriate documentation when required by company policy.

## IV. PROCEDURE AND GUIDELINES

### a. FILING AND NOTIFICATION

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Employees must notify their immediate superior or HR as soon as possible—preferably before the start of the workday—via text, call, or other means. Failure to notify may result in the absence being considered unauthorized.

Sick Leave applications must be filed upon return to work. For absences of three (3) or more consecutive days, a Medical Certificate from a licensed medical practitioner (preferably a public/government doctor) must be submitted. This certificate must indicate the diagnosis, treatment, and period of recuperation.

## **b. DOCUMENTATION REQUIREMENTS**

Employees who are absent for three (3) or more consecutive workdays due to illness are generally required to submit a valid medical certificate to support the use of sick leave.

In the absence of a valid medical certificate, the absence will normally be classified as leave without pay. However, if the employee can provide sufficient alternative proof of illness such as clinic visit records, prescriptions, or other credible documentation, the company may, at its discretion, approve the absence to be charged against the employee's available sick leave credits instead of being marked as unpaid.

Approval for this exception will be subject to evaluation by the immediate superior and HR and is not guaranteed. If no valid documentation is provided and no approval is granted, the absence will remain classified as leave without pay.

## **c. VERIFICATION**

The Company reserves the right to conduct home visits to verify the illness for any sick leave exceeding three (3) days. Employees found to be abusing the benefit will face disciplinary action under Dishonesty, and the sick leave application will be denied and marked without pay.

## **d. LEAVE PAY**

Sick leave is paid provided that it is properly filed and approved, supported by the required documentation when applicable, and within the employee's available sick leave credits. Any absence that exceeds the available sick leave balance will be considered unpaid, unless the absence qualifies for benefits under the Social Security System (SSS). In such cases, and subject to SSS approval, the Company may advance the equivalent payment, which will later be reimbursed by the SSS.

## **e. EXTENSION BEYOND SL CREDITS**



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If an employee has exhausted all available sick leave credits and is still unable to report to work due to illness or medical reasons, they may request to continue their leave using any remaining Vacation Leave (VL) credits. This extended leave with pay is subject to approval and limited to the number of available VL credits at the time of the request. Once both sick leave and vacation leave credits have been fully used, any additional days of absence will be considered leave without pay unless covered by other applicable leave benefits (e.g., SSS sickness benefit). Employees are encouraged to communicate with their superior and HR as early as possible to ensure proper coordination and documentation of the extended leave.

## **f. NON-COVERED CONDITIONS**

Sick leave with pay will not be granted for medical incapacity resulting from sexually transmitted diseases, drug addiction or alcoholism, excessive alcohol consumption, or self-inflicted injuries. Absences due to these conditions will be considered as leave without pay.

## **g. CONVERSION AND SEPARATION**

All unused sick leave credits will be converted to cash at the end of the year and paid out every January. In the event of resignation or separation, unused SL credits will be computed on a pro-rata basis and included in the final pay.

## **V. RESTRICTION**

Sick leave credits cannot be used to offset or waive the required notice period or any turnover responsibilities in the event of an employee's resignation. Employees who choose to resign are expected to render the full notice period as stipulated in their employment contract, typically to allow for a proper transition and handover of duties. Applying for sick leave during the notice period, especially in the absence of valid medical documentation, may be subject to scrutiny and may not be honored as paid leave. Any attempt to use sick leave as a substitute for serving the notice period may result in the forfeiture of final pay or benefits and could be considered a violation of company policy. Proper and professional conduct during the resignation process is expected to ensure a smooth and respectful separation.

## **VI. OTHER PROVISIONS**

The Company reserves the right to modify, suspend, or update this policy as necessary to comply with legal requirements or internal business needs. Employees are encouraged to use their sick leave responsibly and in accordance with company values.