**OBJECTIVE**

Establish the necessary procedures for applying for leave with and without pay, as well as workers' holidays. Comply with the right of the holiday period and the payment of the corresponding premium as indicated by the current regulations.

**INTRODUCTION**

Employees are entitled to vacation periods, as well as to apply for permits, as required by Federal Labor Law. These benefits have positive effects for both workers and the company.

**RESPONSIBILITIES**

1. Employees and supervisory staff are responsible for faithfully complying with these policies and procedures.
2. The Human Resources department is responsible for ensuring the correct application of the same.

**PROCEDURE**

This procedure applies to plant employees as well as temporary:

**I.- Holiday Application**

1. 1.- Collaborators may enjoy their holidays after the end of the working year, in one or two maximum periods according to the needs of the company and taking into account the opinion of the collaborator. In addition, they will have the right to enjoy them according to the following table, on the understanding that these increase two days every year until they reach 12 and after the 4th. year two more days for every 5 years of service, as stipulated in the Act. **(Customize according to local or Laboral laws in your country)**

|  |  |
| --- | --- |
| **Working period** | **Holidays** |
| 1 Year | 6 Days |
| 2 Years | 8 Days |
| 3 Years | 10 Days |
| 4 years | 12 Days |
| 5, 6, 7, 8, 9 Years | 14 Days |
| 10, 11, 12, 13, 14 Years | 16 Days |
| 15, 16, 17, 18, 19 Years | 18 Days |

1. Holidays that are not enjoyed by the collaborator expire if they are not taken within one year of being exercised in accordance with the provisions of the Law, and without the right to have them remunerated.
2. The authorization of the holiday enjoyment is granted by the immediate boss and applied by the Human Resources area.
3. The power to authorize early leave shall be borne by the immediate head in conjunction with the responsible person of Human Resources based on the record of attendance and punctuality.
4. The company will pay its workers the salary corresponding to the holiday period before the start of the same, and will cover them as a holiday premium 25%, stipulated in the Federal Labor Law.
5. The worker must provide the Immediate Chief with the holiday application form for duly requisitioned authorization 20 days in advance of their start date.
6. Once authorized by the Immediate Chief, the worker will take his/her turn in the Human Resources department, for payment scheduling and archiving in the Worker's file.

**II.- Application for Permits**

1. Be at least 6 months in the company (depending on the case of the permit application).
2. Each employee shall be entitled to request a maximum of 6 days per year.
3. The worker forwards the application for leave in the form of a permit to the immediate boss justifying the reason for absenteeism and the time required, at least one week in advance, so that the reason for the permit can be considered.
4. The Immediate Chief evaluates the application with the Manager and/or Human Resources, depending on the reason for the permit.
5. Once the application for the permit has been authorized, he or the same worker will turn it into the Human Resources department, to proceed with the registration by payroll if required by the type of permit and the format is archived in the worker's file.

**Reasons one can apply for a permit**

* In the event of a death of a family member, whether a spouse, child, parent, brother, grandparent, the worker may notify the event by telephone and be granted the days allowed by law, as well as the paid leave. He/she must subsequently present the death certificate which will be credited to his/her file with a copy thereof.
* The worker, likewise, for the permit required to carry out his civil marriage must present a copy of the marriage certificate in order to be credited with the paid leave and recorded in the personal file.
* The Worker is also entitled to a child's birth leave as required by law; it must also be recorded on his personal record by providing a copy of the birth certificate.
* Based on the provisions of the Law, every worker who is breastfeeding has the right to a leave of up to six months with two half-hour breaks each day to feed the baby, in a place that the company designates with adequate hygiene conditions.

**FREQUENCY**

Every time vacation or any type of permit is requested.

**RELATED DOCUMENTS**

* Holiday application format.
* Permission request format.

**CORRECTIVE ACTIONS**

If this procedure is not followed, the personnel involved should be informed of the correct use, filling, storage, and safeguarding of the formats in a timely manner.

**VERIFICATION**

* All procedures, documents and policies will be reviewed before each season or annually at least or when any changes are necessary.
* The General Manager, in conjunction with the staff involved, will have to review annually the effectiveness and applicability of this document.

**Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HR Head of Department General Manager**