

## 1. Purpose

The purpose of this Leave Policy (Policy) is to provide clarity and guidelines on the various types of leave available to Wolters Kluwer workplace participants in Singapore. The intention of this policy is to provide alignment and compliance with the Employment Act and other relevant legislation.

## 2. Application

Application this policy applies to all Singaporean permanent employees, whether full-time or part-time, casual or temporary of Wolters Kluwer Asia Pacific (Wolters Kluwer). Eligibility for each type of leave in this policy will be further elaborated in the relevant leave sub-sections. In this Policy, all people to whom the Policy applies are referred to as “workplace participants”

## 3. Policy & Procedure

### Annual leave

Annual leave is paid leave, usually for the purposes of holidays.

### Entitlement

All employees (non-managers) are entitled to 15 days of paid leave, with an additional day for every subsequent service year and capped at 20 days of paid leave.

All Managers are entitled to 20 days of paid leave, with an additional day for every year and capped at 25 days of paid leave. Please also note that taking half day’s leave requires an employee to work maximum 4 hour.

### Accrual of Annual Leave

Annual leave accrues progressively during a year of service according to the workplace participant’s ordinary hours of work. An employee can carry forward 5 days of their leave entitlement for the current year into the next year. These 5 days need to be utilized by end of March of following year

Please note that any accrued leave that exceeds 5 days, that has not been previously approved by your manager and functional head, will automatically be deducted from the employee’s entitlement on 2<sup>nd</sup> Week of December of each year

Wolters Kluwer encourages staff to take annual leave to assist in maintaining a healthy and safe work environment. Untaken accrued Annual Leave may be payable on termination of employment.

### Accessing the leave

Annual leave requests can be made through Hewitt. Approval will be at the discretion of your manager based on your needs, an assessment of business needs and the availability of team members to cover the absence and whether there are other team members on planned leave at the same time.

### Interaction with Other Leave/Public Holidays

If the period during which staff takes paid Annual leave includes a day or half-day that is a public holiday in the place where the staff based for work purposes, the staff is taken not to be on paid Annual leave on that public holiday. List of public holiday observed by Singapore.

#### **New Year’s Day**

**Chinese New Year (2 days)**

**Good Friday**

**Labour Day**

**Wesak Day**

**National Day**

**Hari Raya Puasa**

**Deepavali**

**Hari Raya Haji**

**Christmas**

All public holiday that fall on Saturday will be replaced as Annual in lieu.

### **Leave in Advance of Accrual**

New hires who may not have sufficient accruals to take Annual Leave and had pre-arranged commitments may request Leave in Advance of Accrual. Any request for, "Leave in Advance" by a new hire which is agreed to by the line manager must be included in the employment offer. Any staff who requests Annual Leave in Advance will initially have to get approval from the hiring manager.

### **Leave during Notice Period**

Wolters Kluwer reserves the right to withdraw any agreement to approve Annual Leave where a staff has resigned and had obtained prior approval for annual leave that falls within their notice period. Taking of this approved annual leave would in effect reduce the agreed notice period in their employment contract. Various options which could be considered by Wolters Kluwer:

- Allow the person to take the leave and then extend the notice period by a suitable period to meet the business needs for a planned handover; or
- Withdraw approval for all or part of the leave.

### **Compassionate leave**

All employees are entitled to request a maximum of three paid working days of Compassionate leave, following the death of a close relative, namely:

Spouse;  
Parents;  
Siblings;  
Children;  
Parents-in-law; or  
Grandparents.

Notice must be given to your manager as soon as practicable and must advise of the period, or expected period of leave required. The workplace participant should update their manager on any changes whenever possible.

### **Entitlement**

- Staff will be granted Three (3) days paid Compassionate Leave.
- Up to five days paid compassionate leave may be granted per occasion if Staff must travel overseas/interstate. This is subject to approval from your Manager.

### **Accessing the leave Compassionate leave requests can be made through Hewitt**

### **Interaction with Other Leave**

Staff is not entitled to take paid Compassionate leave while he or she is taking unpaid Parental Leave.

### **Evidence**

Staff may be requested to provide evidence that the leave is taken for a reason or permissible occasion as specified above.

### **Sick leave**

Leave Sick Leave is provided where Staff is unable to report for work as a result of either personal illness/injury. This may be either paid outpatient non-hospitalization leave or hospitalization leave

Sick Leave is provided to workplace participants in order for them to recover from illness before returning to work. Where workplace participant is unable to return to work, there are other options available such as the Group Salary Continuance Insurance Scheme. For further information, please contact your local HR Manager

### **Entitlement**

Wolters Kluwer provides Sick Leave to all Full-time and Part-time workplace participants. Workplace participants have a Sick Leave entitlement of 14 days paid leave per service year for outpatient non-hospitalisation. The amount of paid outpatient and hospitalization sick leave that an employee can take is capped at his sick leave entitlement.

For example, if an employee has already taken 14 days of outpatient sick leave in that year, the number of days of hospitalisation sick leave that he can take is 46 days (60 - 14 = 46).

### **Accessing Sick**

Leave Personal leave requests can be made through Hewitt. Reasonable evidence typically in the form of a medical certificate must be supplied. Evidence may also be required in any of the following situations:

- If personal leave is taken before or after a public holiday or a rostered day off; or
- If the line manager identifies a regular pattern of absence

#### **Evidence**

Where evidence is required or requested, and not supplied, Wolters Kluwer can choose to decline to make a personal leave payment. Wolters Kluwer reserves the right to appoint a Company Doctor to assess any workplace participant who states they have a medical condition which they believe is having an impact on their work performance. All costs for this assessment will be paid for by Wolters Kluwer. Any reports prepared by a company doctor shall remain the property of Wolters Kluwer

#### **Interaction with Other Leave/Public Holidays**

An employee is not entitled to paid sick leave on the following occasions, even if he/she is given a medical leave by a medical practitioner:

- Rest days
- Public holidays
- Non-working days
- During annual leave
- During no-pay leave

#### **Childcare**

Leave Childcare leave is taken if Staff needs to provide care for their children less than 7 years of age.

#### **Entitlement**

Staff entitled to 6 days of childcare leave per year after 3 months of service, if:

- The child is below 7 years of age; and
- The child is a Singapore Citizen.

Please note that regardless of the number of children, the total childcare leave entitlement for each workplace participant is capped at 6 days per year until the child turns 7 years old.

#### **Accessing the leave**

Childcare leave requests can be made through Hewitt.

#### **Unpaid Infant Care Leave**

Unpaid infant care leave is taken if Staff needs to provide care for their children less than 2 years of age.

#### **Eligibility**

All workplace participants including fixed-term contractors and temporary contractors are eligible for unpaid infant leave if they have been with Wolters Kluwer for no less than 3 months.

#### **Entitlement**

The workplace participant is entitled to 6 days of unpaid infant leave per year after 3 months of service if:

- The child is below 2 years of age; and
- The child is a Singapore Citizen.

#### **Accessing the leave**

Unpaid infant care leave requests can be made through Hewitt

#### **Extended Childcare Leave**

In addition to the 6 days of child care leave given to parents with children below the age of 7, (with the first 3 days paid by the employer and the remaining 3 days paid by the Government), the Government recognizes that working parents will also need time away from work to see to their children's needs when they are in primary school.

From 1 May 2013, working parents are eligible for 2 days of extended child care leave every year if:

- The youngest child is aged 7-12 years (inclusive);

- The child is a Singapore Citizen;

AND

- The parent has served the employer for a continuous period of at least 3 months;

### **Marriage Leave**

Marriage leave is paid leave granted to full-time employees who are newly married.

### **Entitlement**

The workplace participants entitled to 3 days of paid leave for their first legal marriage subject to approval from your line manager.

### **Accessing Marriage Leave Marriage Leave can be made through Hewitt**

### **Notice**

Reasonable notice has to be given if you wish to take Marriage Leave.

### **Leave without Pay**

Leave without Pay is unpaid leave authorized at the discretion of Wolters Kluwer when a person has exhausted their accrued leave balance or Entitlements for paid leave. Staff may request leave without pay for special personal reasons, exceptional circumstances such as to care for oneself or a sick family member or for a career break.

### **Accessing Leave without Pay**

Leave without Pay can be made through Hewitt. Approval for Leave without Pay is at the absolute discretion of Wolters Kluwer and may be based on assessment of business needs, workplace participant's leave history, length of service and due consideration given to the personal circumstances. Approval must be given by the workplace participant's direct manager, functional head and Human Resources Director.

### **Notice**

Reasonable Notice should be given if Staff wishes to take Leave without Pay and should advise of the period, or expected period of the leave.

### **Interaction with Other Leave**

Leave without Pay can only be accessed if all other paid leave has been exhausted.

### **Evidence**

Staff may be requested to provide evidence that the leave is taken for the reason specified.

### **Study Leave**

Examination Leave is leave generally granted to employees taking both sponsored and/or non-sponsored courses leading to academic qualifications, which are undertaken on a part-time basis at recognized educational providers.

### **Entitlement**

The workplace participant is entitled to 2 days of paid leave per semester, subject to respective line manager's approval on a case by case basis for non-sponsored courses, capped at 6 days. For workplace participants taking sponsored courses, paid leave is capped at 9 days.

### **Evidence**

Staff may be requested to provide evidence that the leave is taken for the reason specified.

### **Parental Leave**

### **Eligibility**

Staff is entitled to Parental leave if:

- The workplace participant is a permanent full-time or part-time workplace participant of Wolters Kluwer; and
- The workplace participant, at the date of which the workplace participant's period of leave is to start, has completed 3 months continuous service; and

- The leave is associated with
- The birth of a child of the workplace participant or the workplace participant's spouse or de facto partner; or
- The placement of a child with the workplace participant for adoption.
- The workplace participant has or will have a responsibility for the care of the child.

### **Maternity Leave**

Provides for a total of 8 weeks paid leave and 8 weeks unpaid leave for each confinement as per the Employment Act. An eligible workplace participant is entitled to absent herself from work 4 weeks immediately before and 12 weeks immediately after delivery, totaling 16 weeks.

Please note if the employee qualifies for Government-paid Maternity Leave under the *Child Development Co-Savings Act*, she will be paid by Wolters Kluwer during the entire 16 weeks of maternity leave, regardless of the birth order of the child.

Wolters Kluwer may later claim reimbursement from the Government for the last eight weeks for the first and second confinements and all 16 weeks for the third or subsequent confinements.

If the employee does not qualify for maternity leave under the Child Development Co-Savings Act, the last 8 weeks of Maternity Leave will be unpaid leave.

### **Paternity Leave**

Working fathers, including those who are self-employed, will be entitled to 1 week of Government-Paid Paternity Leave for all births provided they meet the following criteria:

1. Child is a Singapore Citizen born on or after 1 May 2013;
2. The child's parents are lawfully married;
3. Father must have served his employer for a continuous duration of at least 3 calendar months immediately preceding the birth of the child;

### **Benefits Accruals**

All benefits that normally accrue during the course of employment will continue to accrue for the paid periods and freeze during the unpaid periods until the workplace participant returns to work.

### **Service**

Accessing unpaid Parental Leave does not break the continuity of service of Staff.

### **Keep in Touch and Back to Work Program**

While Staff is on parental leave, their manager shall be responsible for keeping the workplace participant abreast of significant developments. This may involve the manager sending e-mails, company journals, invitations to relevant events and other documents and events of interest to the workplace participant on leave.

The manager will also be responsible for implementing a "Back To Work" program for the workplace participant prior to them returning to work. This will enable the workplace participant and company to feel comfortable as to what tasks and responsibilities the workplace participant will be performing on their return to work.

Please note on ending parental leave workplace participant is entitled to:

- Workplace participant pre-parental leave position or
- If position does not exist, an available position for which the workplace participant is qualified and suited nearest in status and pay to the pre-parental leave position.

#### 4. References

- Employment Act
- Child Development Co-Savings Act

#### 5. References

Date of Last Review:	Revision Description
November 2014	<ul style="list-style-type: none"><li>• Revised paternity leave</li></ul>