

Holidays, Indonesia

1. Weekly Holidays: Saturday and Sunday

2. Traditional Holidays: No less than 13 days per year. In case of the holiday being on a Saturday or Sunday, the following working day will be its substitution.

New Year's Day
Chinese New Year
Muhammad's Birthday
Day of Silence
Good Friday
Buddha's Birthday
Ascension Day
The Prophet's Ascension
Independence Day
End of Ramadan (Idul Fitri)
Feast of the Sacrifice (Idul Adha)
First Day of Muharram
Christmas Day

3. Annual Vacation

The employee is entitled to 12 working days of annual vacation after working for 12 months consecutively.

After 6 years of service, the employee is entitled to 2 months of annual vacation, by taking 1 month in year number 7 and 1 month in year number 8. The employee will not be entitled to any other vacation during year 7 and 8.

Vacation Accumulation

Actual vacation accumulate (not over 5 working days) will be extended within next 1 year.

Leave, Indonesia

1. Sick Leave:
 - The employee is permitted to take sick leave with pay of no more than 30 days per year and can use this right since start working with the company. Taking sick leave 3 days or more consecutive days, the medical certificate and a sick leave form must be submitted to his/her superior as soon as he/she returns to the office.
 - The employee is permitted to take sick leave with pay of no more than 60 days per year, if the employee gets illness and accident arising from work
2. Business Leave:
 - The employee is permitted to take business leave of no more than 10 days per year and can use this right since start working with the company.
 - An approval from the employee's superior must be obtained at least 1 day in advance.
 - Any business leave without the approval from the employee's superior will be regarded as desertion or absence from work.
3. Maternity Leave:
 - Female employees are allowed to take 90 days maternity leave (holidays are counted) excluding normal sick leave and will receive normal salary in full.
4. Religious Leave:
 - Male employees who complete 3 years of service with the company can take paid religious leave not exceeding 30 days (including holidays)
 - Religious leave is permitted only 1 time per person.
 - Approval from an employee's superior must be obtained at least 30 days in advance.
 - After the end of religious leave, an employee has to submit the certificate issued by the temple or sacred place to his superior, within 7 days after returning to the office
5. Military Service Leave:
 - Any male employee who is conscripted for military service will be regarded as terminating his employment from the date of conscription. After completing the conscription, he may reapply for work which will depend on the suitability of the position and the availability.
6. Sterilization Leave:
 - The employee is allowed to take sterilization leave for a period of time as per doctor's recommendation in medical certificate.

Welfare and Fringe Benefits, Indonesia

Medical Welfare

1. Medical Care can be given at each CR by local health insurance which provided by the company.
2. Employees who have the right to reimburse for medical expenses are regular and probationary employees.
3. The company will not be responsible for the medical expenses incurred as a result of the following diseases and causes:
 - A chronic disease which the employee possessed before taking up service with the company.
 - Drug and alcohol addiction.
 - Pregnancy expenses.
 - Vision checks for eye glasses or contact lenses, hearing aids for deformed ears, plastic surgery for aesthetic purposes (Except in case of accident).
 - Injury caused by actions contrary to the law.
 - Injury caused by war, riots and/or illegal gatherings.
 - Accidents caused by speed racing or any activity not related to the company.
 - Intentionally self-inflicted injury.
 - Physical checks without prior permission from the company.
 - All kinds of dental and gum treatment.
 - Venereal disease.
 - Special nurse expenditures.
 - Prosthesis organs or equipment used for treatment outside or at a designated medical center.
 - Ambulance expenses except for emergency cases.
 - Other categories as considered by the company.

Physical Checkup

- The company will provide a yearly physical check up for employee.
- The company will choose the appropriately check up plan for employees depend on the job environment.

Life and Accident Group Insurance

The company will provide insurance coverage from the first day of an employee's service depending on an employee's status as follows:

Welfare and Fringe Benefits, Indonesia

Employee Type / Level	Insurance Coverage	
	Life (Baht)	Accident (Baht)
ES (PG 13-15)	2,000,000	2,000,000
MS/PS (PG 12)	500,000	500,000
MS/PS (PG 8-11)	200,000	400,000
OS (PG 2-7) including SG	100,000	300,000

Life and accident insurance cover death, losing an organ, or permanent disability. In case of an accident, the employee will receive both types of insurance (life insurance coverage plus accident insurance coverage) in which company will pay the premiums.

Beneficiary:

- 1) To be named by an employee. (The beneficiary can be changed by submitting the required form to the HR department)
- 2) In the case of the employee not naming a beneficiary, the company will comply with the Civil and Commercial Code.

Recommendations:

The beneficiary should be an employee's close relative such as a parent, spouse, child, brother or sister. Further details can be acquired from the HR department.

Marriage

The company will pay 122,890 IDR for the employee's first and legal marriage. Employee has to submit within 60 days from the date in marriage License.

Funerals

Death Person	Pay for the funeral (IDR)	Pay for being the host of the cremation (IDR)
an employee	153,610	153,610
employee's legal mother or father	153,610	153,610
employee's legal spouse or child	153,610	153,610

The company will pay for the funeral as above and with an appropriate wreath.

Disaster

The company will pay up to 614,413 IDR to an employee who suffers from the damage due to a disaster under the executive's decision.

Gift Set for Patient.

In case of employee being an IPD in the hospital, the employee will be visited by HR department or the co-workers of employee with a gift set worth not more than 30,721 IDR/ time.

Welfare and Fringe Benefits, Indonesia

Social Security ("Jamsostek")

Participation is mandatory for all companies with more than 10 employees or a monthly payroll of IDR 1,000,000 (approximately USD 125) or more.

1. Savings Program:

- Eligibility for Benefit: Age 55, death prior to age 55, or total and permanent disability.
- Benefit: A lump sum equal to the accumulation of employee and employer contributions with interest, currently at maximum 10%, if the total benefit amount is less than IDR 3,000,000 or will be paid regularly if the total benefit amount is IDR 3,000,000 or more for the maximum of five years term.
- Contributions: 3.7% of covered wages by the employer, and 2.0% by the employee or 5.7% of total contribution covered wages by the employer.

2. Life Insurance:

- Eligibility for Benefit: Death prior to age 55, provided death did not result from an employment-related accident or disease.
- Benefit: A lump sum of IDR 10 million plus a funeral expense benefit amounting to IDR 2 million. The descendant will also receive a regular monthly allowance of IDR 200,000 for the period of 24 months.
- Contributions: 0.3% of covered wages by the employer only.

3. Workers' Compensation:

- Eligibility for Benefit: Death or disability resulting from an employment-related accident or disease, temporarily or permanently.
- Benefit: Medical care reimbursement, temporary disability income benefit, lump sum permanent disability benefit, death benefit with funeral expense benefit, rehabilitation expenses, and employment-related disease benefit.
- Contributions: 0.24% to 1.74% of covered wages by the employer, depending upon the company's industrial risk classification.

4. Medical Benefit:

- Eligibility for Benefit: Employees and their dependents (up to a maximum of three).
- Benefit: Medical expense reimbursement, dental, and maternity care.
- Contributions: 6% for married employees and 3% for single employees.