

Holidays, Korea

1. Weekly Holidays: Saturday and Sunday

2. Traditional Holidays: An employee is entitled to listed public holidays below;

- New Year Day
- Sollal (Lunar New Year)
- Independence Movement Day
- Buddha's Birthday
- Children's Day
- Memorial Day
- Independence Day
- Harvest Moon Festival (Chuseok)
- National Foundation Day
- Christmas Day

Note: Labor Day is not an official public holiday but many companies and financial markets close

3. Annual Vacation

An employee is entitled to 15 days of annual paid leave. Annual leave is accrued at the rate of one day per two years to a maximum of 25 days (annual paid leave).

An approval from the superior must be obtained at least one day in advance. The company reserves the right to call employee back to work in emergency case.

Vacation Accumulation

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

Leave, Korea

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 with pay (holidays are counted) excluding normal sick leave, but will receive normal salary and/or wages for only 60 days.
4. Religious Ordination Leave:
 - Male employees who complete 3 years of service with the company can take paid religious ordination leave not exceeding 30 days (including holidays)
 - Religious ordination 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 ordination leave, an employee has to submit the ordination certificate issued by the temple 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, Korea

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:

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.

Welfare and Fringe Benefits, Korea

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 4,000 Baht 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 (Baht)	Pay for being the host of the cremation (Baht)
an employee	5,000	5,000
employee's legal mother or father	5,000	5,000
employee's legal spouse or child	5,000	5,000

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

Disaster

The company will pay up to 20,000 Baht 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 1,000 Baht/ time.

Social Security

1. National Pension Plan:

Eligibility: All employees between the ages of 18 and 60 who work for companies with five or more employees (mandatory).

Contribution: 9% of the salary is contributed monthly and is shared equally between the employer and the employee.

Benefit: The benefit is based on the level of contributions and the number of years of contributions. The full pension is payable after 20 years of contributions and may be paid as a lump sum or annuity.

2. National Health Insurance:

Eligibility: All companies with more than one employee must have their employees covered under this plan as of July 1, 1989.

Welfare and Fringe Benefits, Korea

Contribution: Premiums are calculated according to income, property, and number of dependents.

Benefit: Medical care benefits (medical consultation, medicine, medical treatment, surgery, hospitalization, etc.) are equal to 80% of expenses while hospitalized and 30% to 55% of expenses on an out-patient basis. Maternity benefits are also provided.

3. Workmen's Compensation: (Industrial Accident Compensation Plan)

Eligibility: Individuals in all companies who are between the ages of 18 and 55 are eligible. Mandatory for all companies with more than one employee.

Contribution: Contributions are paid by the employer. The rates range from 0.5% to 32% of total annual wages.

Benefits: Medical care compensation

Short-term disability

Long-term disability

Compensation for dismemberment or impairment

Compensation for survivors

Funeral expenses benefit

4. Employment Insurance:

Eligibility: All companies with more than one employee must have their employees insured.

Contribution: Employees pay 0.3% of monthly base salary, and employer pays from 0.9% up to 1.5% depending on the size of the company.

Benefits: 50% of normal monthly base salary for 90 to 240 days depending on age and how long the premium has been paid.

Compensation Fund

Entitlement and practical Compensation Fund reimbursement

- Illness and accident arising from work: If an employee is injured, please inform his/her superior, and the HR department will coordinate with the compensation fund in order to obtain financial assistance according to the law. The company will pay the expenses that the compensation fund does not cover. The company will be responsible as per its regulations