

Holidays, Myanmar

1. Weekly Holidays: Saturday and Sunday

2. Traditional Holidays: 21 public holidays in a year with wages

Public Holidays

- Independence Day
- Union Day
- Peasants' Day
- Tabaung Full Moon
- Armed Forces Day
- Thingyan Holidays (4 days)
- Myanmar New Year (4 days)
- Labor Day
- Kasone Full Moon
- Waso Full Moon
- Martyrs' Day
- Thadingyut Full Moon
- Tazaungmone Full Moon
- National Day
- Christmas Day

3. Annual Vacation

Annual vacation is dependent on an employee's years of service with the company.

Years of Service with the Company	Vacation / Year
1 yr to less than 3 yrs	10 working days
3 yrs to less than 5 yrs	12 working days
5 yrs up	15 working days

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, Myanmar

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 get 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, but will receive normal salary and/or wages for only 45 days.
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, Myanmar

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, Myanmar

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 750 MMK 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 (MMK)	Pay for being the host of the cremation (MMK)
an employee	940	940
employee's legal mother or father	940	940
employee's legal spouse or child	940	940

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

Disaster

The company will pay up to 3,750 MMK 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 190 MMK/ time.

Workmen's Compensation

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

Social Security

The contribution to the scheme is approximately 4 percent of the insured wage and the ratio of contribution is employer 2.5: employee 1.5. The employees are entitled to free medical care, cash benefit for sickman, maternity and disability, funeral grants and survivors' pension.