

Holidays, China

1. Weekly Holidays: Saturday and Sunday

2. Traditional Holidays: An employee is entitled to the following statutory holidays;

- New Years' Day (January 1; one day off),
- Spring Festival (eve of lunar calendar New Year, plus first two days; three days off)
- Tomb-Sweeping Day (according to lunar calendar; one day off)
- Labor Day (May 1; one day off)
- Dragon-Boat Festival (according to lunar calendar; one day off)
- Mid-Autumn Festival (according to lunar calendar; one day off)
- National Day (October 1-3, three days off)
- And other statutory vacation time as prescribed in laws and regulations.

In case of the holiday being on a Saturday or Sunday, the following working day will be its substitution.

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, China

The employer shall pay wages to employee who observe statutory holidays, take leaves during the periods of marriage or funeral, or participate in social activities in accordance with the law.

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, and will receive normal salary and/or wages in full.
 - Appropriate leave will be granted for miscarriages according to doctor's approval.
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.
7. Training Leave
 - The employee is allowed to take training leave 30 days or 3 times per year (without pay)
 - An approval from the employee's superior must be obtained at least 7 days in advance.

Welfare and Fringe Benefits, China

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, China

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

China's Social Security Scheme consists of different programs, including retirement, medical care, unemployment, maternity, industrial injury, etc. aimed at meeting the basic needs of urban employees. It is compulsory for all employers and their employees.

Retirement Benefit:

Contribution:

- A total of 28% of the insured salary, whereby about 22% is contributed by the employer and the rest (6%) is contributed by the employee.
- The employer contribution rate will be gradually reduced to 20%, with the employee contribution rate gradually increasing to 8%.
- Different regions may have somewhat different contribution rates for employees and employers.

Welfare and Fringe Benefits, China

Note: Take the local social average and multiply it by .60 (that's the low end). Take the employee's salary and multiply it by 3.00 (that's the high end). The employee's salary must be between those 2 numbers. If it is below the low, then use the low. If it is above the high, then use the high.

Normal Retirement Age: 60 for males and 55 for females.

Medical Care Benefit:

Contribution:

Employer: 6-8% of the total insured salary according to the local medical cost level.

Employee: 2% of the individual insured salary.

Benefits:

- Individual Medical Account: Used for normal clinical expenses, co-payment of critical illness, and hospitalization expenses.
- Pooled Public Medical Funds: Used for reimbursement of critical illness and hospitalization expenses.
- Threshold of Pooled Public Medical Funds Reimbursement: 10% of local social average annual salary.
- Maximum Benefits from Pooled Public Medical Funds: Four times local social average annual salary.

Unemployment Benefit:

Contribution:

Employer: 2% of the total insured salary.

Employee: 1% of the individual insured salary.

Benefits:

- Unemployed monthly salary subject to local governmental regulation standard.
- Medical care according to social medical insurance policies.
- Lump-sum death benefits to the employee's dependents.
- Occupational training allowance, job introduction allowance, etc.

Time Limit: Two months' benefit for each year of membership, up to a maximum of 24 months' benefit.

Industrial Injury and Disability Benefit:

Contribution: Employer: 0.5 - 2% of the total insured salary according to the risk of industry. Three classes are defined as: lower risk industry (0.5% contribution rate), medium risk industry (1% contribution rate), and high risk industry (2% contribution rate).

Coverage: Injury, disability or death as a result of performing official duties or work-related illness.

Eligibility: Subject to governmental appraisal

Benefits:

a) Medical benefits during treatment period:

- Reimbursement of medical expenses
- Medical rehabilitation expense reimbursement
- Allowance for room and board
- Allowance for medical care expenses

b) Sick leave monthly salary during the medical treatment period:

- Paid by employer; same monthly salary as earned during employment.

Welfare and Fringe Benefits, China

c) Disability benefits after disability appraisal:

- Lump-sum disability benefit according to schedule of disability appraisal grades
- Monthly salary allowance before retirement age, or retirement monthly salary allowance after retirement age
- Monthly living allowance if needed
- Other allowances, such as occupational training allowance, job introduction allowance, etc.

d) Death benefits:

- Lump-sum funeral allowance
- Monthly dependent living allowance
- Lump-sum death benefit

Maternity Benefit (only available in certain cities):

Contribution: Employer: 0.5% - 1% of the total insured salary according to local governmental regulation.

Benefit:

- a) Maternity Leave: normally 90 days, additional 15-30 days in case of complicated delivery.
- b) Maternity Leave Monthly Salary: Actual monthly salary jointly paid by maternity pooled funds and employer.
- c) Medical Care Expenses/Allowance: used for medical expenses associated with the delivery and/or related birth control treatment and/or related female illness treatment, in the form of medical allowance (such as RMB 2,500 in Shanghai) or medical expense reimbursement (such as in Guangdong).