



Hengyi Industries Sdn Bhd
恒逸实业（文莱）有限公司

HYBN-T9-11-0036-2022-3

**No.2 Refinery Dept. Leave and
Attendance Management Rules**
炼油二部请假考勤管理细则

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Version Information 版本信息

1. Version 1 第一版

Version 1 was released on 18th September, 2020.

第一版发布时间为 2020 年 9 月 18 日。

2. Version 2、3 第二版、第三版

Version 2 was released on 1th February, 2022, as compared with the version 1, the version 2 mainly modifies the following contents and updates the corresponding serial numbers.

第二版发布时间为 2022 年 2 月 1 日，第三版发布时间为 2022 年 12 月 31 日，第三版较第二版主要修改如下内容，并更新相应序号。

3. Amendments 修订内容

3.1. Terms of revised 修订的条款有：

5.1.3.5 The clause is revised as "If the annual leave of the current year is not used up due to work arrangement, it can be retained for 5 days to March of the next year."

5.1.3.5 条款修订为“当年度年休假因工作安排原因未使用完的，可保留 5 天至次年 3 月。”；

Article 5.1.4.2 is revised as "During personal leave, the salary is deducted by day, and the legal salary days are 21.75 days";

5.1.4.2 条款修订为“事假期间，薪酬按天计扣，法定计薪天数为 21.75 天”；

5.1.5.1 The clause is revised to read: "If an employee falls ill after the probation period, he/she can enjoy 14 days of paid non hospitalization sick leave (natural calendar days) throughout the year. If the employee falls ill after the probation period, he/she will be entitled to 14 days of paid non hospitalization sick leave. If the employee falls ill after the probation period, the employee will be entitled to 14 days of paid non hospitalization sick leave (natural calendar days).

5.1.5.1 条款修订为“员工试用期满后患病的，全年可享受 14 天带薪非住院病假(自然日历天数)，超出 14 天按事假算，薪酬按天计扣”。

5.1.5.4 The article is revised to read: "If employees arranged by the company to work in other places, go on business trips or return home for vacation need to ask for sick leave, they should take the public hospital (Level III) The sick leave certificate, medical record card and medical expense receipt issued shall be approved according to the specified procedures before rest; In case of hypertension, lumbar/cervical vertebra, gastrointestinal/digestive disease, vision correction, joint bone pain, soft tissue/muscle sprain or contusion, inflammation, skin disease or other chronic diseases, non hospitalization sick leave is not allowed. Generally, hospitalization sick leave is not allowed to exceed 14 days (natural calendar days). In case of special circumstances, the rest can only be taken after the relevant certificates are provided and approved according to the specified procedures. "

5.1.5.4 条款修订为“公司安排在外地工作、出差、回国休假的员工，需要请病假的，应凭公立医院（三级）开具的病休证明、病历卡、医疗费收据，按规定程序经批准后才能休息；如属高血压、腰/颈椎、胃肠/消化疾病、视力矫正、关节骨痛、软组织/肌肉扭伤或挫伤、炎症、皮肤病或其他慢性病的，不允许请非住院病假，住院病假一般不允许超过 14 天（自然日历天数），

有特殊情况的提供相关证明后， 按规定程序经批准后才能休息。”

5.1.6.2 The clause is revised to read: "If a female employee gives birth with the hospital certificate, she can take 105 days of maternity leave (natural calendar days) after being confirmed by the department and approved by the Human Resources Department. The maternity leave can only be applied for two weeks before the expected date of birth. After the expiration, promotion and salary adjustment will not be affected, and the length of service will be calculated.";

5.1.6.2 条款修订为“女员工生育的经医院证明，由部门确认、人力资源部审批可休产假 105 天（自然日历年数），产假在预产期前两周方可申请，期满后不影响晋级、调整工资，并计算工龄。”；

5.1.6.5 The clause is revised as "If a female employee has miscarriage, she will be treated as sick leave if the miscarriage is less than 24 weeks; if the miscarriage is more than 24 weeks, she will be entitled to 8 weeks of minor maternity leave (natural calendar days), and her salary will be paid as usual during the period of minor maternity leave."

5.1.6.5 条款修订为“女员工小产的，不足 24 周的，按病假处理；超过 24 周的，享受 8 周的小产假（自然日历年数），小产假期间薪酬照发。”

5.1.8.1 The clause is revised to read: "Chinese employees can enjoy one leave for returning home every six months, and the single leave for returning home shall not exceed 20 days (natural calendar days, including compensatory leave, annual leave, statutory holidays and public holidays). The total leave for returning home within the leave year shall not exceed 40 days (natural calendar days, including compensatory leave, annual leave, statutory holidays and public holidays), and the interval between two leaves is required to be more than 5 months.";

5.1.8.1 条款修订为“中国员工每半年可享受 1 次回国休假，单次回国休假不得超过 20 天（自然日历年数，含调休、年休假、法定节假日和公休日），休假年度内总回国休假不超过 40 天（自然日历年数，含调休、年休假、法定节假日和公休日），要求两次休假时间间隔 5 个月以上。”；

5.1.8.8 The clause is revised to read: "On the premise of not affecting work, with the consent of the department, the number of times of returning home leave can be increased, and the maximum number of times of returning home leave can be increased by 2 when the total number of days of returning home leave does not exceed 40 in the year of keeping leave, and the transportation expenses shall be borne by themselves.";

5.1.8.8 条款修订为“在不影响工作前提下，经部门同意，可增加回国休假次数，在保持休假年度内总回国休假不超过 40 天情况下，最多可增加 2 次，交通费用自理。”；

5.3.1.2 The article is revised to read: "Employees' overtime work should have clear content. Except for the deputy shift of shift operators on the rest day according to the shift schedule, all overtime work should be applied in advance according to HYBN-0204-Overtime Application Process Overtime Application Process and copied to the comprehensive statistician. If it is really impossible to apply in time, it should be done on the next working day. If it is not applied within the same month, it will be done according to the Performance Assessment Rules of

Refinery Department II." The actual overtime hours shall be confirmed after overtime work, and clear work achievements or progress shall be made. Overtime without clear work content or application without approval shall not be counted. "

5.3.1.2 条款修订为“员工加班应有明确内容，除轮班作业人员按排班表在休息日上的副班外，其余加班均需按《HYBN-0204-Overtime Application Process-加班申请流程》预先办理申请，并抄送综合统计员。确实无法及时申请的，应当在次日工作日补办，若未在当月内申请的，将根据《炼油二部绩效考核细则》相应考核，加班后应对实际加班时间进行确认，并应有明确的工作成果或进展。无明确工作内容或申请未获得批准的加班不作计算。”；

4. Newly Added Content 新增内容

4.2 The new content of the article: "If the long day shift employees of all disciplines are on duty (including the deputy shift personnel who are on duty until 4:00 a.m. and on the rest day) and choose to take the next day off, they can explain the situation with the leader in charge in advance and choose to take the day off (using the current shift income) without applying for the OA process; if they need to take the day off within one week after the next day (excluding the second day), they can submit it only after obtaining the consent of the leader in charge HYBN-0205-Leave Application Process Request/Leave Application Process, stating that the reason for asking for leave is "on duty". After the Process is archived, the person concerned will take leave according to the number of days of Leave.

4.2 条款新增内容：“各专业长白班员工值班（包含值班至凌晨 4:00 后和休息日副值）的并选择在第二天值休的，可提前与分管领导说明情况，选择值休（使用当前值班所得调休），无需申请 OA 流程；若需在第二天（不包含第二天）之后一周内值休的，需获得分管领导同意后，才可提交《HYBN-0205-Leave Application Process 请/假申请流程》，并说明请假原因为“值休”，流程归档后，当事人按请假天数休假”。

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 HENGYI	Hengyi Industries Sdn Bhd 恒逸实业（文莱）有限公司				
	No.2 Refinery Dept. Leave and Attendance Management Rules 炼油二部请假考勤管理细则				
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1 Purpose 目的

This management rules is formulated to standardize the leave and attendance management of the department's employees based on the actual production
规范部门员工的请假考勤管理，结合生产实际，特制订本细则。

2 Scope of application 适用范围

This management rules is applicable to all the employees of No.2 Refinery Dept.
本细则适用于炼油二部全体员工。

3 Terms and Definitions 术语和定义

Overtime work: for business causes, in the workplace specified by the Company, the working hours is extended on prescribed working days after the arrangement and approval from the Company, which is known as overtime work by extending the working days; for cases other than working days prescribed by the Company, there are overtime work on weekend and overtime work on statutory holidays.

加班：因工作原因，在公司规定的工作场所，经公司安排并按规定审批，在规定的工作日延长工作时间的情况，称为长工作日加班；在公司规定的工作日之外进行工作的情况，可分为休息日加班及法定节假日加班。

4 Management Responsibilities 管理职责

4.1 Shift Supervisor 班长

According the requirement of this rules, shift supervisor is responsible for the daily leave management of the shift members. Within 2 consecutive days of leaves for shift members (based on the actual attendance required), after obtaining approval from the shift supervisor, the personnel can directly submit the OA application "HYBN-0205-Leave Application Process". If the shift member is to take leave for more than 2 days in a row, the shift supervisor needs to inform the Deputy HOD/HOD, and after approval is obtained then he/she can submit the "HYBN-0205-Leave Application Process".

根据本细则要求，负责班组轮班作业人员的日常请假管理。班组人员连续请假天数（按实际应出勤时长计）在 2 天以内，经班长同意后，当事人可直接提交《HYBN-0205-Leave Application Process 请/假申请流程》，流程归档后，当事人按请假天数休假。班组人员连续请假天数在 2 天以上，班长需告知主管领导，获得同意后，当事人才能提交《HYBN-0205-Leave Application Process 请/假申请流程》。

4.2 Deputy Head of Department 专业主管领导

According to the requirements of this rules, Deputy HOD is responsible for reviewing and approving the leave of shift member that is more than 2 days in a row as well as the leave application of management staff. Before applying the OA application "HYBN-0205-Leave Application Process", the office hours employees under process, HSE and integrative statistics discipline need to obtain leave approval from the Process Deputy HOD, and the office hours employees under equipment discipline need to obtain leave approval from Equipment Deputy HOD and after the OA application is archived then he/she can take leave according to the number of days apply.

If the day shift staff of each discipline are on duty (including the deputy shift staff who are on duty until 4:00 a.m. and on the rest day) and choose to take the next day off, they can explain the situation with the leader in charge in advance and choose to take the day off (using the current shift income), without applying for the OA process; If it is necessary to take a week off after the next day (excluding the second day), the application process for leave in HYBN-0205-Leave Application Process can be submitted only after the approval of the leader in charge, and the reason for the leave is explained as "on duty leave". After the process is filed, the person concerned will take a leave according to the number of days off.

根据本细则要求,负责审批轮班作业人员超过2天的连续请假及专业技术人员的请假管理。工艺、安全、综合统计专业的长白班员工,请假获得工艺副部长同意后,设备专业的长白班员工,请假获得设备副部长同意后,当事人才可提交《HYBN-0205-Leave Application Process 请/假申请流程》,流程归档后,当事人按请假天数休假。

各专业长白班员工值班(包含值班至凌晨4:00后和休息日副值)的并选择在第二天值休的,可提前与分管领导说明情况,选择值休(使用当前值班所得调休),无需申请OA流程;若需在第二天(不包含第二天)之后一周内值休的,需获得分管领导同意后,才可提交《HYBN-0205-Leave Application Process 请/假申请流程》,并说明请假原因为“值休”,流程归档后,当事人按请假天数休假。

4.3 Integrative Statistician 综合统计员

Integrative statistician is responsible for the monthly statistical of leave and attendance, supervise and inspect the implementation of these rules, as well as report any abnormal attendance to the department leader in time.

负责部门请假考勤的月度统计工作,并监督检查本细则的执行情况。并要求及时向领导汇报异常出勤情况。

4.4 Department Leader 部门领导

According to the company's system requirements, department leader is fully responsible for the department's leave and attendance management.

根据公司制度要求,全面负责部门的请假考勤管理工作。

5 Management Content 管理内容

5.1 Days off and Holidays 休假与假期

5.1.1 Days off 休息日

The office hours employees of the company take days off on Saturday and Sunday; shift employees take rest as per their working schedules; employees leaving for other places for training and learning shall take days off as per the working system regulations of the organizations where they are trained.

公司常白班员工休息日为每周星期六、日；倒班员工按排班表安排休息；赴外培训学习人员按所培训单位的劳动工作制规定执行。

5.1.2 Statutory Holiday 法定节假日

Arrange the office hours employees to rest on the statutory holiday, the shift employees shall work as per the original scheduled shifts on statutory holidays (see Table 1) and off-duty employees will be granted with the same amount of in-lieu.

安排常白班员工在法定节假日休息，轮班作业人员在法定节假日（见表1）期间按排班表上班，遇上班则给予加班补偿，遇休班的，给予同等天数的换休。

Table 1 Statutory Holiday in Brunei

表 1 文莱法定节假日

No. 序号	Festival 节日	Number of holidays 放假天数
1	New Year 元旦	1
2	Chinese New Year 农历新年	1
3	Brunei Darussalam National Day 文莱国庆	1
4	Isra, Mi,raj 穆斯林宗教节日夜行登霄	1
5	1st Day of Ramadhan 斋月	1
6	Nuzul Al-Quran 可兰经降世日	1
7	Hari Raya Aidil Fitri 开斋节	3
8	Royal Brunei Armed Force Day 文莱皇家建军节	1
9	His Majesty The Sultan and Yang Di-Pertuan of Brunei Darussalam Birthday 文莱苏丹华诞	1
10	Hari Raya Aidil Adha 文莱宰牲节	1
11	1st Day of Muharam 伊斯兰历新年	1
12	Prophet Muhammad(PBUH) Birthday Anniversary 圣人穆罕 默德诞辰日	1
13	Christmas Day 圣诞节	1

5.1.3 Annual Leave 带薪年假

5.1.3.1 After the probation period, employees shall be granted annual leave according to laws, and meanwhile, the corresponding number of days of annual leave for the probation period shall be calculated in the total number of days of annual leave after probation. Employees enjoy the same amount of salaries during annual leave as during the normal working period.

员工试用期结束后，可依法享受年休假，同时返还试用期可休年休假。年休假期间享受与正常工作期间相同的薪酬待遇。

5.1.3.2 The initial of annual leave is subject to the classification of post ranks. Two days are added to the annual leave every two years, only one day is added in the seventh year and the annual leave is capped. See Table 2

员工起始年休假按职级分档执行，每 2 年增加 2 天，第 7 年增加 1 天后封顶，见表 2。

Table 2 Post Ranks vs. Annual Leave

表 2 职级和年休假对照表

职级	起始年休假	封顶年休假
1-3	15	22
4-6	20	27
7-10	25	32

5.1.3.3 An employee's annual leave days shall be determined by converting working calendar days attended by the employee in the Company in that year. For the conversion result, working hours less than half a day shall not be counted while working hours equal to or more than half a day shall be taken as one day.

员工当年度年休假天数，按照员工在公司当年度工作日历天数折算确定，折算后日期小于半天的分数应予忽略，而日期分数为半天或以上者，须视为一天。

5.1.3.4 If an employee has taken sick leave for more than one month in a year, the number of days of annual leave in the that year shall be prorated according to the number of annual working months attended by that employee.

员工当年累计请病假超过 1 个月及以上的，按年度出勤月数折算当年应休年休假天数。

5.1.3.5 If the annual leave is not used up due to work arrangement, it can be kept for 5 days to March of the next year.

当年度年休假因工作安排原因未使用完的，可保留 5 天至次年 3 月。

5.1.3.6 Part of the annual leave must be used consecutively; Grade 1-3, Grade 4-6, and Grade 7-10 are to use their annual leave for a consecutive of 5 days, 10 days and 15 days respectively. 年休假中必须有部分连续使用，职级 1-3 级、4-6 级、7-10 级的员工，连续使用年休假天数依次为 5 天、10 天、15 天，单次休假天数应不少于 1 天。

5.1.4 Unpaid Leave 事假

5.1.4.1 When the annual leave and in-lieu leave of employees are used up, they can ask for unpaid leave if there is an emergency matter to dealt with. If annual leave and in-lieu leave are still available, no unpaid leave is used.

当员工可使用的年休假及调休用完后，遇有紧急事情需要处理，可请事假，若还有可支配的年休假及调休，则不得请事假。

5.1.4.2 Salaries will be deducted on a daily basis during unpaid leave, The legal salary days are 21.75 days.

事假期间，薪酬按天计扣，法定计薪天数为 21.75 天。

5.1.4.3 The company has the right to terminate the labor contract: If the employee, after the first unpaid leave, within 12 months, accumulated more than 1-month natural calendar days unpaid leave. If female employee needs to be extended due to special reason such as pregnancy and childbirth, it shall not exceed three months with company's approval.

员工自首次事假之后 12 个月内，累计事假自然日天数超过 1 个月的，公司有权与其解除劳动合同，女员工因怀孕生产等特殊原因需要延长的，经公司排批准后最长不得超过 3 个月。

5.1.5 Sick Leave 病假

5.1.5.1 If an employee falls ill after probation period, he/she is granted 14 days of sick leave as an outpatient. (calendar days), More than 14 days will be counted as personal leave, and the salary will be deducted by day..

员工试用期满后患病的，全年可享受 14 天带薪非住院病假（自然日天数），超出 14 天按事假算，薪酬按天计扣。

5.1.5.2 If an employee falls ill and is hospitalize, he/she is granted 3 months of hospitalized leave (calendar days, including the 14days of sick leave as outpatient).

员工生病住院的，享受 3 个月带薪住院假（自然日天数，含 14 天非住院病假）。

5.1.5.3 Employees who ask for sick leave shall hold medical diagnosis or doctor's note for sick leave issued by public hospitals and/or third level public hospital (China).

员工请病假，应出具公司指定医疗机构或公立医院（三级）开具的病休诊断书或住院证明。

5.1.5.4 "If an employee is asking for sick leave while working at another place or on business trip or home-return leave arranged by the Company, shall hold medical diagnosis or doctor's note for sick leave issued by public hospitals and/or Third level public hospital (China)) and are entitled to corresponding sick leave after going through prescribed procedures and being granted approval. If it is high blood pressure, lumbar/cervical spine, gastrointestinal/digestive diseases, vision correction, joint bone pain, soft tissue/muscle sprain or contusion, inflammation, skin disease or other chronic diseases, non-hospitalization sick leave is not allowed, hospitalization sick leave is generally not allowed to exceed 14 days (natural calendar days).

公司安排在外地工作、出差、回国休假的员工，需要请病假的，应凭公立医院（三级）开具的病休证明、病历卡、医疗费收据，按规定程序经批准后才能休息；如属高血压、腰/颈椎、胃肠/消化疾病、视力矫正、关节骨痛、软组织/肌肉扭伤或挫伤、炎症、皮肤病或其他慢性病的，不允许请非住院病假，住院病假一般不允许超过 14 天（自然日天数），有特殊情况的提供相关证明后，按规定程序经批准后才能休息。

5.1.5.5 During hospital stay, employees' salary standards are shown in Table 3. Employees shall be granted 6 months of sick leave for hospitalization at most and the Company can terminate the labor contract as appropriate if it is more than 6 months.

员工住院期间，薪酬标准见表 3，员工最多可休 6 个月住院病假，超过 6 个月的公司可视情况解除劳动合同。

Table 3 Salary Standards for Hospitalized Employees

表 3 员工住院薪酬标准

Cumulative time for hospital stay 住院累计时间	Salary standard 薪酬标准
Less than 3 months (inclusive) 3 个月以内（含）	100%
4th month 第 4 个月	50%
From 5th month 第 5 个月起	0%

5.1.6 Maternity Leave 生育假

5.1.6.1 The maternity leave mainly includes the maternity leave and the paternity leave. Maternity leave can be enjoyed after the employee's probation period.

生育假主要包括产假、护理假等，员工试用期满可享受生育假。

5.1.6.2 When it's time for a female employee to give birth, the employee can be granted with 105 days (calendar days) of maternity leave testified by a hospital, confirmed by her department and approved the HR Dept.. Maternity leave can only be applied two weeks before the expected date of delivery. When the maternity leave expires, her promotion, salary adjustment and length of service will not be affected.

女员工生育的经医院证明，由部门确认、人力资源部审批可休产假 105 天（自然日历天数），产假在预产期前两周方可申请，期满后不影响晋级、调整工资，并计算工龄。

5.1.6.3 A male employee will be granted with 2 consecutive working days of paternity leave with his marriage certificate and the birth certificate if his spouse gives a birth. The paternity leave shall be taken within one month after the delivery of the spouse. Special cases will be separately examined and approved. 男员工配偶生育的，凭《结婚证》和子女《出生证》享受连续 2 天的护理假。护理假在配偶分娩后 1 个月内用完，有特殊情况的另行审批。

5.1.6.4 Salaries will be paid as usual during the maternity leave and paternity leave.

产假、护理假期间薪酬照发。

5.1.6.5 For a miscarriage of a less than 24 weeks pregnancy, a female employee's off days shall be treated as a sick leave; for a miscarriage of a more than 24 weeks pregnancy, a female employees will be entitled 8 weeks of maternity leave, and her salary will be paid as usual.

女员工小产的，不足 24 周的，按病假处理；超过 24 周的，享受 8 周的小产假（自然日历天数），小产假期间薪酬照发。

5.1.7 Marriage and Compassionate Leave 婚丧假

5.1.7.1 After a employee has registered for marriage, he/she can take 3 days of marriage leave. The matrimonial leave shall be taken within 3 months of the registration. If in special circumstances the marriage leave need to be extended, it shall be approved separately. For any marriage before probation period is over or before joining the company or remarriage, the application for marriage leave will not be approved. 员工试用期满后结婚的，可休 3 天婚假。婚假应在结婚登记后 3 个月内使用，特殊情况需要延长的，另行审批。试用期未满、在入司前已办理登记手续或再婚的，不予批准其婚假申请。

5.1.7.2 After the probation period ends ,an employees shall be granted 3 days of compassionate leave in case their children (including stepchildren or legally adopted children), spouses or parents or Spouse's parents pass away, employees shall be granted 2 days of compassionate leave if their grandparents, grandchildren, siblings related by blood pass away. 试用期结束后，员工的子女（包括继子女、养子女）、配偶或父母、配偶父母死亡时，可休 3 天丧假；祖父母、孙子孙女、亲兄弟姐妹死亡时，可休 2 天丧假。

5.1.7.3 Salaries will be paid as usual during the marriage and the compassionate leave.

婚丧假期间，薪酬照发。

5.1.8 Home-Return Leave 回国休假

5.1.8.1 Chinese employees shall be granted a home-return leave every 6 months. A single home-return leave shall not be longer than 20 days (calendar days, including leave in lieu, annual leave, statutory holidays and public holidays), and the total number of days for annual home-return leave shall not be longer than 40 days (calendar days, including leave in lieu, annual leave, statutory holidays and public holidays)

中国员工每半年可享受 1 次回国休假，单次回国休假不得超过 20 天（自然日历天数，含调休、年休假、法定节假日和公休日），休假年度内总回国休假不超过 40 天（自然日历天数，含调休、年休假、法定节假日和公休日），要求两次休假时间间隔 5 个月以上

Note: If the number of days for home-return leave exceeds the company's regulations, it can be extended only after approval by the company. The extended leave shall be treated as personal leave or sick leave. The sick leave must be provided with a sick leave certificate or hospitalization/sick leave certificate issued by a public hospital (level 3).

The number of holiday days shall be calculated according to the actual attendance.

注意：回国休假天数超过公司规定的，需经公司批准后方可延期，所延假期按事假或病假处理，其中病假需提供公立医院（三级）开具的病休诊断证明或住院/病休证明。

回国休假期间，按实际出勤计算假期天数。

5.1.8.2 The home-return leave can be postponed to the next year for causes such as overhaul and startup of process units.

因大检修、装置开工等特殊原因，经部门批准，回国休假可顺延至下一年。

5.1.8.3 For special reasons, such as major family events or personal illnesses, and other special reasons that need to return to China for treatment, the return to home leave quota can be applied in advance. If the attendance time in home-return year is not as required and he/she resign, the home return leave quota will be deducted as well as annual leave indicators.

因特殊原因，如家庭重大事件或个人特殊病情以及其他特殊原因需要回国处理或治疗的，可申请提前使用回国休假指标，若一个休假年度内出勤时间不达标且离职的，补扣多休回国休假指标及年休假指标。

5.1.8.4 The Company will provide round-trip airline tickets for each employee's home-return leave every six months as well as the transportation allowance for going home. The round-trip airline tickets refer to the tickets between airports in Brunei and China, which are booked by CEO's office, and the standard flight is from the Brunei to Xiaoshan. Employees shall bear the price difference caused by the delay in booking tickets or changing routes for personal reasons. The Company will notify if there is any change to the standard flight.

公司为每位员工提供每半年一次的回国休假所需往返机票及回家交通补贴。往返机票指文莱机场至国内机场间的往返，由总经理办公室代为预定，标准线路为文莱-萧山，因个人原因不能及时订票或更改路线产生的差额部分，由员工自理。后续标准线路变化的，公司另行通知。

5.1.8.5 Transportation allowance for going home refers to the allowance for the round-trip transportation between the Hangzhou Xiaoshan International airport and home. The allowance is made as per the ceiling of three levels of allowance standards: level 1: RMB 300; level 2: RMB 800; level 3: RMB 1200 (see Table 4 for specifics). The company pays in two batches in June and December every year through salary payment. The principle of determining the location of the family is for spouses location for married employees, parent location for unmarried employees and double-employed.

回家交通补贴指萧山机场到家庭所在地的往返交通，分三级进行补贴：一级：300元，二级：800元；三级：1200元（见表4），公司每年6月、12月分两批在工资中发放。家庭所在地的确定原则为已婚员工探配偶，未婚员工及双职工探父母。

Table 4 Standards for Transportation Allowance of Going Home

表 4 回家交通补贴标准

Classification 分级	Specific provinces 具体省份
Level 1 一级	Zhejiang, Shanghai, Jiangsu, Anhui, Fujian, Jiangxi 浙江、上海、江苏、安徽、福建、江西
Level 2 二级	Beijing, Tianjin, Hebei, Shandong, Shanxi, Henan, Hubei, Hunan, Guangdong, Guangxi, Guizhou, Chongqing, Shaanxi, Liaoning 北京、天津、河北、山东、山西、河南、湖北、湖南、广东、广西、贵州、重庆、陕西、辽宁
Level 2 三级	Jilin, Heilongjian, Inner Mongolia, Ningxia, Xinjiang, Tibet, Gansu, Sichuan, Yunnan, Hainan, Qinghai 吉林、黑龙江、内蒙古、宁夏、新疆、西藏、甘肃、四川、云南、海南、青海

5.1.8.6 If an employee applies for changing his/her routes, the Company will reimburse his/her round-trip plane tickets and travelling expenses after approval. The reimbursement will be capped as per the above regulations and the reimbursement will be made according to the actual ticket price if it is below the allowance standards.

员工申请变更线路的，经公司批准，可报销往返机票及交通费，标准按上述规定封顶，低于规定的按实际票价报销。

5.1.8.7 If an employee has not used up the indicators for home-return leave for business cause in the current year, the employee himself/herself can file an application for a family member (spouses, parents, or children only) visit (one indicator for one person). During the visit, if accommodations are required additionally, the company shall assist in reservation and relevant expenses caused shall be borne by the employee. If the visit by a family member isn't made on an indicator of home-return leave, the cost caused shall be borne by the employee himself/herself.

如因工作原因，当年内回国休假指标尚未使用完的，可由员工本人提出申请，安排家属（仅限配偶或父母、子女）前往探望（一人占一次指标）。探望期间，如需额外提供住宿的，公司可协助预定，费用员工自理。如不属于员工回国休假指标的家属探亲，费用由员工自理。

5.1.8.8 Under the premise of not affecting the work, employees can increase the times of home-return leave provided that the days for annual home-return leave does not exceed 40 days. Two times can be added at most and the travelling expenses shall be borne by himself/herself.

员工在不影响工作前提下，经部门同意，可增加回国休假次数，在保持休假年度内总回国休假不超过 40 天情况下，最多可增加 2 次，交通费用自理。

5.1.9 Journey Leave 路程假

Employees with Chinese nationalities are granted with journey leave as per classifications when having marriage or bereavement leave/ birth leave (for those who need to return to China) or home-return leave (twice a year) according to documentary materials evidencing distance from the domestic airport in China to the place of household registration (family): level 1: one day; level 2: 2 days for a round trip; level 3: 3 days for a round trip.

中国籍员工婚丧假/生育假（需回国的）、回国休假（一年两次），按国内机场到户籍（家庭）所在地距离出具相关证明，分级给予路程假：一级：往返 1 天，2 级：往返 2 天，3 级：往返 3 天。

5.2 Leave Approval Principle 请假审批原则

5.2.1 Leave Application Requirement 请假要求

5.2.1.1 Before asking for leave and leaving the post, approval from relevant supervisor must be obtained and then submit the "HYBN-0205-Leave Application Process" 12 hours in advance. The leave can be taken after the process is archived.

请假离开岗位前，需首先征得相关上级领导同意后，提前 12 小时提交《HYBN-0205-Leave Application Process 请/休假申请流程》，流程归档后方可休假。

5.2.1.2 Chinese employees must apply "HYBN-0205-Leave Application Process" 15 days in advance to the company when they wanted to apply for home-return, and then they can take the leave only after approval by the relevant leaders.

其中中国籍员工回国休假需提前 15 天按《HYBN-0205-Leave Application Process 请/休假申请流程》向公司提出申请，并经相关领导批准后方可休假。

5.2.1.3 If leave procedures cannot be applied in advance due to a sudden illness, he/she shall verbally request leave first or entrust others for verbally applying leave. Afterwards, he/she shall applied the leave according to the procedures, and attach a sick leave certificate.

如因急病，不能事先办理请假手续的，应先口头请假或委托他人请假，事后办理补假手续，并附上病假证明。

5.2.1.4 If leave procedures cannot be applied in advance due to an emergency, he/she shall verbally request leave first or entrust others for verbally applying leave. Afterwards, he/she shall applied the leave according to the procedures. Emergency leave is not allowed to exceed 5 times a year. Those who are not expected to return to work on time should go through the leave procedures for renewal in advance.

如因急事，不能事先办理请假手续的，应先口头请假或委托他人请假，事后办理补假手续，紧急假 1 年不允许超过 5 次。预计不能按时回单位上班的，应提前办理续假手续。

5.2.1.5 Those who leave their posts without proper reason and do not go through the leave procedures in accordance with these regulations, or who do not go to work on time after the expiration of the holidays shall be treated as absenteeism. Employees who ask to participate in illegal activities during the holidays shall be treated as absenteeism.

无正当理由，不按本规定办理请假手续擅自离开岗位的，或假期满后不按时上班的，按旷工处理。员工请假期间参与非法活动的，按旷工处理。

5.2.1.6 During their stay in Brunei, if employees need to travel to regions or countries outside Brunei, they must report to department leaders in advance and report to the Human Resources Department.

在文莱期间，员工如需前往文莱以外的地区或国家，必须提前向部门领导汇报，并在人力资源部报备。

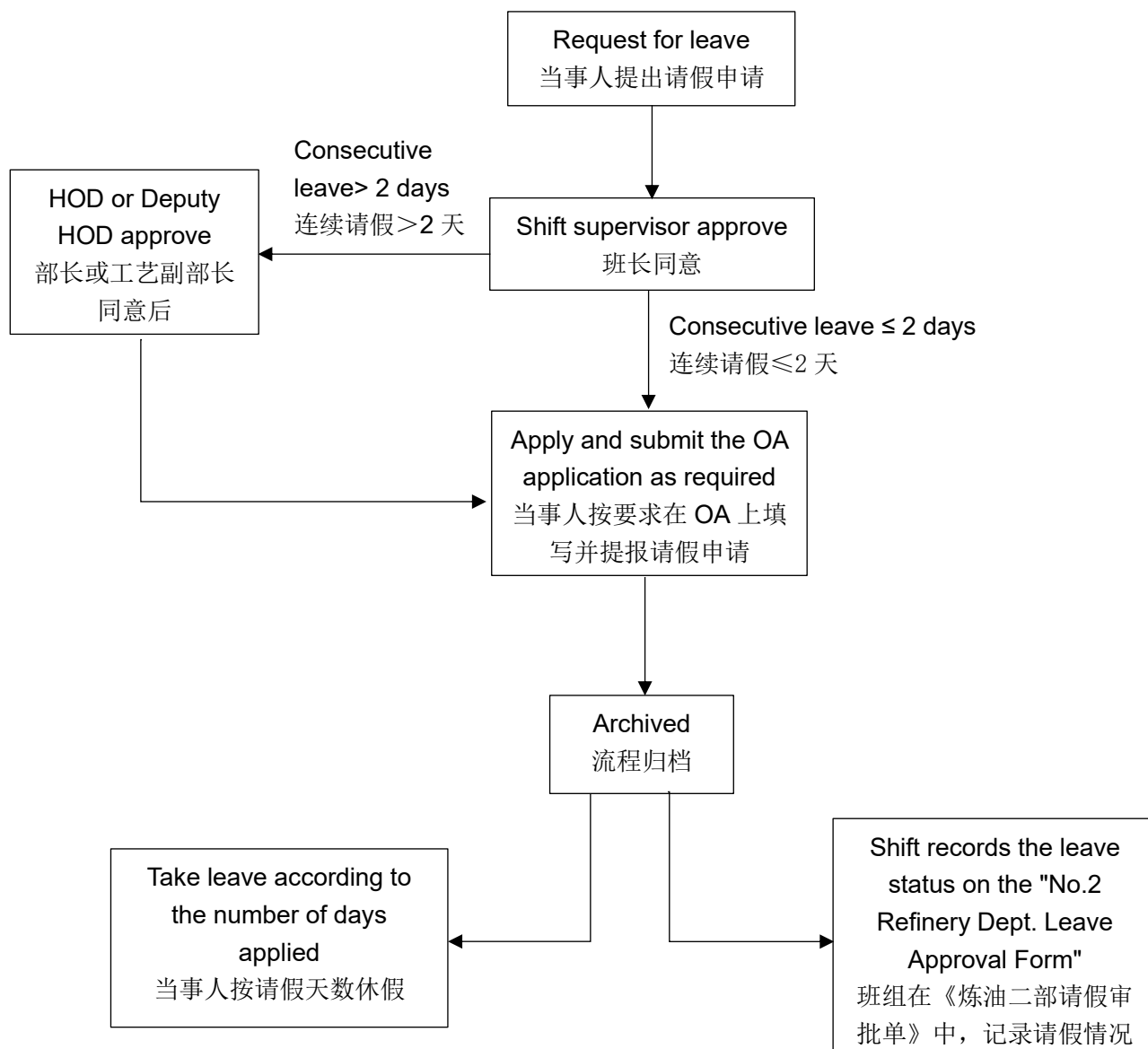
5.2.1.7 The number of people on duty in the shift should not be less than 80% to ensure the safe production of the unit.

班组在岗出勤人数不能低于 80%，保障装置安全生产。

5.2.1.8 Employees in the same position in key positions cannot apply for leave at the same time. 关键岗位的同岗位人员不能同时请假。

5.2.2 Leave Application Procedure 请假流程

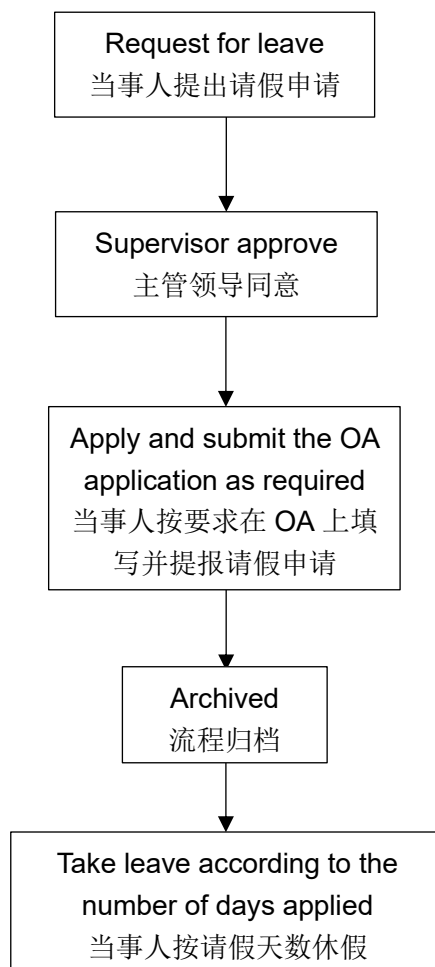
5.2.2.1 Shift Operator 轮班作业人员



Note: The number of days of leave is calculated based on the actual working hours

注：请假天数，按实际应出勤工作时长计

5.2.2.2 Office Hours Staff 常白班员工



5.3 Overtime Work 加班

5.3.1 Approval and management of overtime work 加班的审批及管理

5.3.1.1 In general, the Company does not encourage employees to work overtime. Each department shall put efforts in improving the work efficiency of employees and reducing unnecessary overtime, control the overtime of employees and guarantee their rest. If an employee is required to work overtime, he/she shall work earnestly and shall not reject the request of overtime work without justified reasons.

通常情况下，公司不鼓励员工超时工作。各部门应提高员工工作效率，减少不必要的加班，控制员工加班时间并保证员工休息。确因工作需要加班时，员工也应切实履行，如无正当理由不得推诿。

5.3.1.2 There shall be specific work contents during overtime, except for shifts member rest according to the schedule, the rest of the overtime must be in accordance with "HYBN-0204-Overtime Application Process" and employees who work overtime shall follow the application procedures for overtime work in advance and send a copy to the department statistician. If an

employee can not file an application in advance, he/she shall complete the applicant procedures on the next working day. If the application is not made within the month, it will be assessed according to the Detailed Rules for Performance Assessment of Refinery Department II ,The employee shall also confirm the overtime after working and there shall be specific work products or progress. The overtime shall not be counted if there is no specific work content or the application is not approved.

员工加班应有明确内容，除轮班作业人员按排班表在休息日上的副班外，其余加班均需按《HYBN-0204-Overtime Application Process-加班申请流程》预先办理申请，并抄送综合统计员。确实无法及时申请的，应当在次日工作日补办，若未在当月内申请的，将根据《炼油二部绩效考核细则》相应考核，加班后应对实际加班时间进行确认，并应有明确的工作成果或进展。无明确工作内容或申请未获得批准的加班不作计算。

5.3.2 Overtime Work and Leave In Lieu 加班加点换休

5.3.2.1 The overtime work can be calculated accumulatively. The overtime is not counted if it is less than 1 hour; the overtime is taken as half a day if it is up to 4 hours; the overtime is taken as a day if it is up to 8 hours.

加班加点可累计计算，不满 1 小时的不计加班，满 4 小时按半天计算，满 8 小时按 1 天计算。

5.3.2.2 The company has considered the necessary overtime factors in the remuneration. Other than the post personnel clearly specified by the company (such as shift workers, etc.), they can issue overtime pay during the official holidays, The rest of the staff whom work overtime and shift worker whom work during their rest days are given with the same amount of in-lieu leave in accordance with the overtime hours.

公司在薪酬中已考虑了必要的加班因素，除公司明确规定的岗位人员（如轮班作业人员等）在法定节假日当班期间可发放加班工资外，其余人员的加班加点，及轮班作业人员的休息日加班，可安排同等时间的换休。

5.3.2.3 The primary on-duty staff on duty on weekends can be given 2 days off, the secondary duty staff on weekends will be given the same number of in-lieu according to the actual working hours, and the primary on-duty on working days will be given one day off. The staff on duty will arrange a day off on the next day.

值班人员周末主值可给予 2 天换休，周末副值按实际工作时长给予同等天数的换休，工作日主值给予 1 天换休。值班人员在值班次日，安排调休。

5.4 Miscellaneous 其他

5.4.1 Employees can be arranged for proper rest the next day or after the work if they take part in the activities or training for public good during statutory holidays, days off or other breaks.法定节假日、休息日或其他休息时间参加公司公益性活动、培训的，可在次日或该项工作结束后适当安排休息。

5.4.2 Employees can have their rest during business trip in case of statutory holidays and days off.

员工因公出差期间，遇到法定节假日和休息日，可自行安排休息。

5.4.3 If an employee is sent to another company for training and learning, the overtime during the period is not counted, he/she will not be granted with leave in lieu and no overtime

wages will be paid 员工在派往外单位培训学习期间不计加班加点，返回公司后不予换休，也不支付加班工资。

5.5 Attendance Management 考勤管理

5.5.1 Employees should tag in/tag out at the C8 gate on time. Each shift's attendants in charge should fill in the attendance sheet and leave approval form in a timely and accurate manner every day according to the company's uniformly stipulated attendance symbols. Pay attention to the writing, neatness and no alteration. The type of leave is strictly written on the attendance sheet in accordance with the type of leave applied on the OA application by the employee. The person who fills in the attendance sheet and the shift supervisor will sign and confirm the accuracy at the end of the month. Keep the leave record form, sick leave certificate and attendance sheet, and hand it to the integrative statistician at the end of the month. Attendance sheet and leave application will be inspected randomly and corresponding assessments will be issued based on the quality of the attendance sheet.

员工应按时在 C8 大门打卡考勤，各级考勤员应按照公司统一规定的考勤符号，每天及时、准确填写考勤表及请假审批单，注意书写工整，不可有涂改，请假类型严格按照员工提交的请假申请流程填写，月底由填表人和班长签字确认。保管好请假记录表、病休诊断书（证明）和考勤表，并在月底交给综合统计员。考勤表及请假审批单的填写将采取不定期抽查的形式，根据考勤表填写质量出具相应的考核。

5.5.2 If an employee fails to attend on his/her post on the prescribed working time or leave his/her post in advance, he/she will be deemed as being late for work or leaving earlier; if an employee is late for work or leave his/her post earlier for more than one hour without notified and obtained permission from the superior, he/she will be deemed as being absent from work without reason for one day. The person in charge of attendance at all levels should report to the higher-level supervisors within one day, and the integrative statistician should inform the Human Resources Department within a day.

员工未按规定工作时间到达岗位或提前离开岗位的，视为迟到早退；迟到或早退超过一小时，且未告知上级并获得批准的，视为旷工一天。各级考勤负责人应在 1 天内向更高一级主管领导汇报情况，综合统计员应在 1 天内告知人力资源部。

5.5.3 If an employee takes long sick leave or unpaid leave for more than 7 days, the person in charge of attendance of the shift should report the situation to the higher-level supervisor in a timely manner, and the integrative statistician should inform the Human Resources Department before the salary is issued.

如有员工请长病假、事假超过 7 天的，各级考勤负责人应及时向更高一级主管领导汇报情况，综合统计员应在薪酬发放日前告知人力资源部。

5.5.4 The shift's person in charge of attendance should grasp the attendance status of the employees, understand the employees' leave status, compile any abnormal attendance, and if the number of abnormal attendance reaches the upper limit specified in the rules, they should report the situation to the higher-level supervisors in a timely manner, according to the company policy and these rules to give out corresponding treatment.

各级考勤负责人应掌握所负责员工的出勤动态，了解员工的请假情况，统计员工的异常出勤情况，异常出勤次数达到细则规定上限，则应及时向更高一级主管领导汇报情况，根据公司制度及本细则做出相应处置。

6 Inspection and Supervision 监督与考核

Each shift person in charge of attendance is responsible for supervising and inspecting the implementation of the management rules by all personnel. For those who fail to comply with the requirements, the relevant personnel shall be held accountable in accordance with leave and attendance management rules of the department.

各级考勤管理人员负责监督检查部门各级人员对此管理细则执行情况，对未按要求执行的人员，按照部门请假考勤管理细则考核规定追究有关人员责任。

The department leader has the final right to interpret these rules.

部门领导班子对本细则具有最终解释权。

7 Supplementary Rules 附则

7.1 The rules are managed by the No.2 Refinery Dept. For the unfinished matters, please refer to the company's professional management systems. 本细则由炼油二部归口管理，未尽事宜参照公司各专业管理制度等执行。

7.2 The preparation and approval of the version of these rules are shown in Table 1. 本细则版本编制和审批情况见表 1。

Table 1 Revision, preparation and approval of document

表 1 文件版本编制和审批情况

3	2022/12/31	LuoXin 罗欣	Sun Jian Huai 孙建怀	Sun Jian Huai 孙建怀
Version 版本	Issued Date 颁布日期	Compiler 编制人	Reviewer 审核人	Approval 批准人