



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

HYBN-T9-11-0036-2024-7

**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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 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 to the requirements of these rules, responsible for the daily leave management of shift workers in the team. If team members want to take leave, they must first obtain the approval of the team leader, and then the team leader can seek the approval of the deputy director in charge before the person can formally submit the leave application. They must submit the HYBN-0205 Live Application Process Leave Application Process at least 24 hours before starting work. After the process approval is completed and archived, the person can take leave according to the number of days of leave

根据本细则要求，负责班组轮班作业人员的日常请假管理。班组人员若要请假，需首先经班长同意，然后再由班长请示分管副部长同意后，当事人才能正式提交请假申请，且需在上班前至少 24 小时提交《HYBN-0205-Leave Application Process 请/假申请流程》，流程审批完成归档后，当事人可按请假天数休假。

4.2 Deputy Head of Department 专业主管领导

According to the requirements of these regulations, responsible for approving the leave management of shift operators and professional technical personnel. Long term shift employees in the fields of technology, safety, and comprehensive statistics must first obtain the consent of the deputy department head in charge of the process when requesting leave. For long term shift employees in the equipment field, they must first obtain the consent of the deputy department head before submitting the HYBN-0205-Leave Application Process Leave Application Process. After the process is approved and archived, the parties involved will take leave according to the number of days of leave. If an employee of the Changbai shift takes a leave of more than 2 days, they must obtain the approval of the deputy minister in charge before submitting an OA application

根据本细则要求，负责审批轮班作业人员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，请假需首先获得分管工艺副部长同意，设备专业的长白班员工，请假需首先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》，流程完成审批归档后，当事人按请假天数休假。长白班员工请假超过 2 天的，需由分管副部长请示部长同意后才能提交 OA 申请。

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 带薪年休假

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 arrangements, the employees of the cultural party shall apply to the department and the company before December 15th of each year, and specify the reasons for retaining up to 5 days of annual leave and the estimated usage time. After approval, the leave can be retained for up to 5 days until February of the following year. The situation may change every year, and the specific situation shall be subject to the opinions of the human resources department. Leave not taken before the required deadline by the company will be automatically reset to zero.

当年度年休假因工作安排原因未使用完的，文方员工需在每年 12 月 15 日前向部门及公司提出申请，并写明至多保留 5 天年休假的原因和预估使用时间，批准后方可保留至多 5 天至次年 2 月，每年情况可能会有变化，具体以人资意见为准，未在公司要求期限前休完的假期将自动清零

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，累计事假自然日历天数超过 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（自然日历天数），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（自然日历天数，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）开具的病体诊断书或住院证明。

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）开具的病体证明、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。

5.1.5.5 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%
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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 The clause was revised to read "Chinese employees can enjoy one return leave every six months, and a single return leave shall not exceed 20 days (natural calendar days, including transfer leave, annual leave, legal holidays and public holidays), and the total return leave in the holiday year shall not exceed 40 days (natural calendar days, including transfer leave, annual leave, statutory holidays and public holidays), any excess shall be treated as personal leave, and the interval between two vacations shall be more than 5 months."

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），超出均按事假处理，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 is revised as follows: "Due to special reasons such as major maintenance and equipment commencement, with the approval of the department, the vacation for returning to Brunei can be postponed to the next year. If the vacation for returning to Brunei (including domestic work, self funded vacation, sick leave, maternity leave) is delayed for more than one month, the extended period of time in the subsequent months of the vacation quota for returning to Brunei must also be postponed simultaneously."

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；因回国休假延期返回文莱（包含国内上班、自费休假、病假、产假）超过 1 个月的，延期部分时间在后续回国休假的额度月份也需同步顺延。

5.1.8.3 The clause was revised to read "In addition to the requirements specified in the company's home-return leave system (specifically subject to the annual notice issued by the HR department), under normal circumstances, employees can use their leave quota up to one month in advance. If the advanced quota exceeds one month, the employee must submit a written application and obtain approval from the department before taking the vacation. 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 does not meet the standard and he/she resign, the home return leave quota and annual leave quota will be deducted. If there is any concealment or failure to report, those who privately buy tickets to exchange for vacation and return to China will be assessed according to the situation, and the number of vacation days will be included in the annual total vacation quota."

除公司规定的回国休假制度里的要求外（具体以每年人资发布的通知为准），通常情况下，员工可提前一个月使用额度休假，超出一个月的必须由本人提出书面申请并经过部门审批后方可休假，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；如有隐瞒不报，私自买票换休回国休假的，将视情况进行考核，并将休假天数计入年度总休假指标。

5.1.8.4 is revised to: The company provides each employee with a round-trip airfare and transportation subsidy for returning home for vacation once every six months. The round-trip airfare refers to the round-trip flight between Brunei Airport and domestic airports, which is booked by the General Manager's Office on behalf of the employee. The standard route is Brunei Xiaoshan. Any differences caused by personal reasons that cannot be booked or changed in a timely manner will be borne by the employee. If there are any changes to the standard route in the future, the company will notify them separately. The total return to China within the natural calendar year will be covered by the employee if the leave does not exceed 40 days (natural calendar days, including compensatory leave, annual leave, statutory holidays, and public holidays), employees can return to China in multiple installments. The company provides employees with two round-trip airfare quotas within a year, and the portion of the airfare that exceeds the quota will be self-funded.

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。自然日历年内总回国休假不超过 40 天（自然日历年天数，含调休、年休假、法定节假日和公休日）的情况下可以分多次回国，公司为员工一年内提供两次往返机票指标，超过两次指标后机票部分需要自费。

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
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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 The clause was revised to read "Employees, without affecting their work, after approval by the department and the company, in addition to the return leave arranged by the company, they can use the paid leave they have in the current year to appropriately increase the number of vacations, up to 2 times, and bear all expenses by himself (keep the total number of vacation days in the year does not exceed 40 days)."

员工在不影响工作前提下，经部门、公司批准后，除公司安排的回国休假外，可利用自己当年所具有的带薪假适当增加休假次数，最多可增加 2 次，所有费用自理（保持年度总休假天数不超过 40 天）。

5.1.9 Journey Leave 路程假

5.1.9 The clause was revised to read: "Employees with Chinese nationalities are granted with journey leave as per classifications when having marriage or bereavement leave/ maternity 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, Employees who return to their home country and resign with leave quota will only be able to use half of their journey leave. "

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，有休假额度回国并离职的员工，只可使用一半路程假。

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 The clause was revised to read "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. At present, employees below the Deputy Head of Department level need to apply for leave to the department first, specifying the time and method leave usage, and can take leave after approval. However, there is no need to apply for OA process of returning home for leave.

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（现阶段副部长级以下员工需先向部门提出休假申请，明确休假时间及休假方式，经批准后方可休假，但无需申请回国休假 OA 流程）。

5.2.1.3 In case of an emergency illness and the employee cannot apply the OA in advance, the employee should first inform their superior leaders. After the emergency leave is used, the employee must go through the leave formalities, and attach the medical certificate. If the employee cannot submit the medical certificate, other types of leave will be deducted according to the following order: annual leave, in-lieu, unpaid leave.

如因急病，不能事先办理请假手续的，应先告知上级领导，事后办理补假手续，并附上病假证明，如无法提交病假证明，则均依次按年休假、调休、事假处理。

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, Chinese employees who need to travel to regions or countries outside Brunei must report to their department leaders in advance and obtain their consent.

在文莱期间，中方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得到同意。

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 Key personnel in the same position, as well as the team leader, deputy team leader, and internal chief operator, are not allowed to take leave at the same time. During the leave period, personnel with the same qualifications must replace them; The total number of Chinese employees on duty per shift is limited to a minimum of 8 for the cracking gas separation device, and a minimum of 6 for the coal diesel hydrogenation device

关键岗位的同岗位人员以及班长、副班长、内主操不可同时请假，请假期间必须有同岗位资质的人员代替；每班在岗中方员工总人数加裂气分装置最低设限 8 人，煤柴油加氢装置最低设限 6 人。

5.2.1.9 All employees shall submit OA application for leave (excluding return leave) in time. If they fail to submit OA (excluding resubmission) more than 3 times in one year, a warning letter will be issued; if personal leave exceeds 5 shifts within a year, a warning letter will be issued; if emergency leave exceeds 5 times a year, a warning letter will be issued.

所有员工请假（不含回国休假）均需及时提交 OA 申请，一年内请假未提交 OA（不含补交）超过 3 次，将下发一次警告信；事假一年内超过 5 个班次，将下发一次警告信；紧急请假一年超过 5 次，将下发一次警告信。

5.2.2.0 For interns who have not officially entered the company, during the internship period, the regulations on the management of leave attendance shall be subject to the notice issued by human resources every year. Before leaving the post, the company shall first obtain the consent of the superior leader, explain the reason for leave by email 12 hours in advance, attach relevant certificates, and send to the attendance officer of the department and copy to the shift class monitor and department leader. If it is not implemented as required, the corresponding shift group will be assessed in accordance with the Performance Assessment Rules of the Second Refining Department.

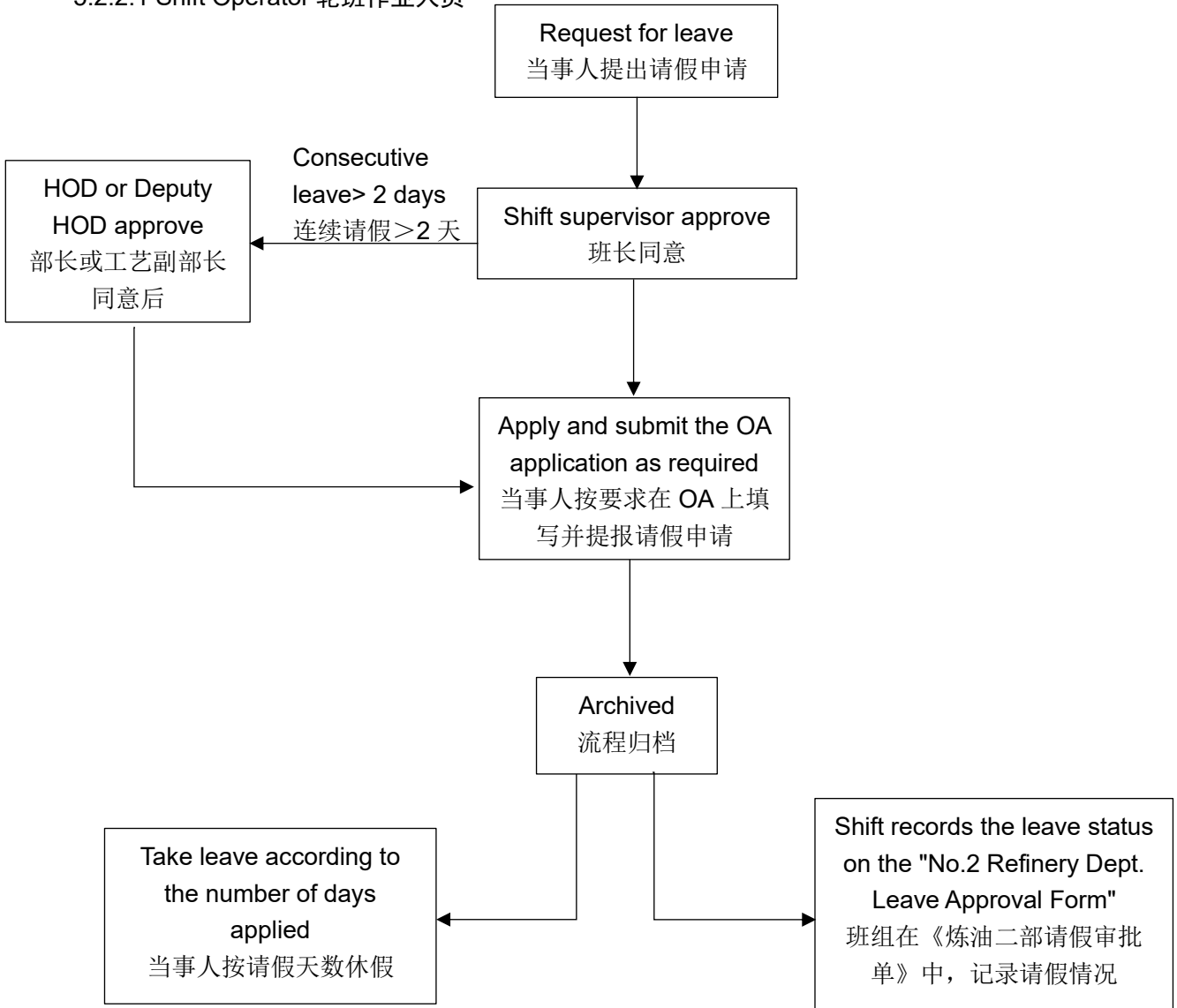
文方未正式入职的实习生，在实习期间，请假考勤管理规定以每年人资发布的通知为准，请假离开岗位前，需首先征得上级领导同意后，提前 12 小时以邮件形式说明请假原因并附上相关证明后发送至部门考勤员并抄送本班班长及部门领导，未按要求执行的，将按照《炼油二部绩效考核细则》考核相应班组。

5.2.2.1 If he/she leaves his/her post due to emergency or emergency illness during the working period and cannot apply for leave formalities in advance, he/she shall inform his/her superior first and apply for make-up leave formalities afterwards with relevant certificates attached; Shift employees, on duty for less than 4 hours, 1.5 days shall be counted as leave, more than 4 hours shall be counted as 1.0 days, long shift employees, on duty period shall be counted as 1 day.

如在上班期间因急事、急病离岗，不能事先办理请假手续的，应先告知上级领导，事后办理补假手续，并附上相关证明；倒班员工，在岗时间少于 4 小时的，请假按 1.5 天计，大于 4 小时的，按 1.0 天计，长白班员工，在岗期间请假均按 1 天计。

5.2.2 Leave Application Procedure 请假流程

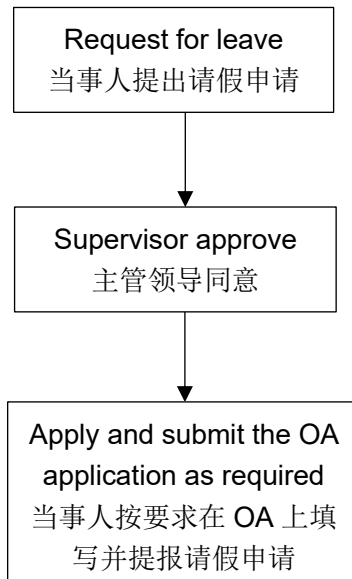
5.2.2.1 Shift Operator 轮班作业人员

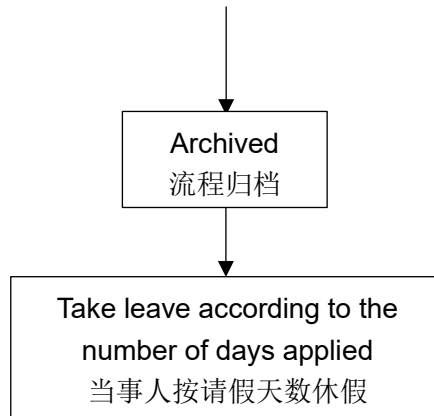


Note: The number of days of leave is calculated based on the actual working hours

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。

5.3.1.3 is revised as follows: "For shift operators, the deputy shift on the rest day according to the schedule (specific deputy shift time shall be subject to departmental notice) must sign the" Deputy Shift Attendance Sign in Form "on the day of each month's deputy shift before it can be counted as a change of leave."; Employees who work overtime and require approval from department leaders can enjoy compensatory leave due to overtime (excluding statutory leave

for shift workers and overtime pay)

轮班作业人员按排班表在休息日上的副班（具体副班时间以部门通知为准），需在每月副班当天在“副班考勤签到表”上本人签字后方可计入换休；员工因工作需要经部门领导审批后加班，可以享受因加班而产生的调休（倒班人员法定假上班发放加班工资除外）。

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 According to the company's human resources requirements, the on duty rest of employees should be arranged and used within one week, and all of them should be reset to zero for the current month. On duty personnel can be given 2 days off on weekends as the main shift supervisor, while the deputy shift supervisor can be given the same number of days off based on the actual working hours. On workdays, the main shift supervisor can be given 1 day off. The department will arrange for duty personnel to rest reasonably based on the actual work situation, and it is prohibited to pile up a large amount of off on duty

根据公司人资要求，值班员工的值班休息应在一周内安排使用，当月全部清零。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，部门根据实际工作情况合理安排值班人员休息，禁止堆积大量值休。

5.3.2.4 is revised to: All employees may receive compensatory leave due to overtime, deputy shifts, and on duty each year, which may vary depending on the opinions of human resources. Leave not taken before the required deadline by the company will be automatically reset to zero. Compensatory leave can be used as leave for returning home. If there is a leave quota, compensatory leave can be arranged within 40 natural calendar days of the total number of returning home leave days per year. If there is more than 40 days or no leave quota, compensatory leave will be arranged in Brunei depending on the situation "The following year's Spring Festival will be cleared to zero in the same month."

全体员工每年因加班、副班、值班所获的调休，每年情况可能会有变化，具体以人资意见为准，未在公司要求期限前休完的假期将自动清零。调休可用作回国休假使用，有休假额度的，在年度总回国休假天数 40 个自然日天数内可安排调休；超出 40 天或无休假额度的，调休视情况在文莱安排休息，次年春节当月清零。

5.4 Miscellaneous 其他

5.4.1 is revised as follows: "Those who participate in company public welfare activities or training during statutory holidays, rest days, or other rest periods can be appropriately arranged for rest on the next day or after the completion of the work. If they participate in on-the-job exams on rest days, they will not be counted as rest. Training and learning will not be counted as overtime (except for deputy shifts arranged by the company), such as DCS simulation training, and the department can arrange rest on its own."

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，休息日参加上岗类考试则不计入换休。培训学习不计入加班（公司安排的副班除外），例如 DCS 仿真培训等，部门内部可自行安排休息。

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 The clause was revised to read "Employees shall clock-in at the C8 gate on time, and the clock-in time shall be subject to the C8 gate clock time and shall not leave early or be late; The team attendance shall be responsible by the monitor or vice monitor and shall not be done by other personnel. The team attendance record shall be registered within a shift, and the team and the person in charge of attendance shall be assessed according to the "Rules for the Performance Assessment of the Second Oil Refining Department" for those who practice fraud or make more mistakes in attendance. Attendance staff at all levels should fill in the attendance form in a timely and accurate manner according to the attendance symbols stipulated by the company, pay attention to the writing neatly, no modification, and fill in the type of leave in strict accordance with the leave application process submitted by the employee, and be signed by the form-filler and the monitor at the end of the month. Keep the leave record form, sick leave diagnosis (certificate) and attendance form, and submit it to the general statistician at the end of the month. The attendance form will take the form of random checks, and the corresponding assessment will be issued according to the quality of the attendance form.

员工应按时在 C8 大门打卡考勤，打卡时间以 C8 大门打卡机时间为准，不得早退、迟到；班组考勤由班长或副班长负责，不得由其他人员代做，班组考勤记录需在一个轮班内完成登记，对请假考勤弄虚作假或错误较多的将按照《炼油二部绩效考核细则》考核班组及考勤负责人；各级考勤员应按照公司统一规定的考勤符号，及时、准确填写考勤表，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、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 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。

5.6. Resignation Management 离职管理

5.6.1 Employee resignation order Management 离职程序管理

5.6.1.1 Chinese personnel who intend to resign must submit their resignation application at least 30 days in advance before leaving Brunei. Those who fail to comply with the requirements will be assessed accordingly in accordance with the Performance Evaluation Rules of the Second Refinery Department

有离职意向的中方人员需在离开文莱前至少提前 30 天提交离职申请，未按要求执行者，将根据《炼油二部绩效考核细则》相应考核。

5.6.1.2 Any person who submits to leave after returning to China for extended leave will be regarded as absenteeism, and the company will assess the department and terminate the labor contract according to the violation of discipline.

对于回国休假延期后又提出离职的一律视为旷工，公司将考核部门并对当事人按照违纪解除劳动合同处理。

5.6.1.3 is revised as follows: "The resignation report must be signed by the employee themselves and specify the resignation date. The resignation handover procedures must be

completed and submitted to HR within two weeks of the resignation deadline. If the handover procedures are not completed in a timely manner, the company will be included in the assessment, and the department will assess the corresponding teams and individuals. The company's assessment of the department will be doubled to the device."

"Those who use their vacation quota for returning to China in advance (including combined vacation) and submit their resignation will have their vacation quota deducted. The number of vacation days will be considered as personal leave and personal airfare expenses will be borne."

离职报告必须要由员工本人签字并明确离职日期，离职交接手续需在离职截止日期两周内办理完成并提交至人资，未及时办理交接手续的，公司将计入考核，部门将考核相应班组及个人，公司对部门的考核将翻倍考核至装置。

提前使用回国休假额度（含合并休假）并提出离职的，将扣回休假额度，休假天数视作事假，且需要承担个人机票费用。

5.6.2 Management of employee attendance and approval 离职人员考勤管理 Chinese employees with leave quota shall submit the resignation report 30 days in advance based on the end date of the three-week leave at the latest, and the resignation date shall be the 30th day after the submission of the resignation report. The maximum vacation can only be 3 weeks, which can be taken in Brunei or other countries (except China, other countries shall pay their own expenses), and the exceeding three weeks shall be treated as personal leave;

For resigning Chinese employees without leave quotas, the employees on probation should submit the resignation report one week in advance at the latest on the day when they do not work, and the resignation date should be one week later (the resignation handover procedures can be handled by the agency or by themselves, and the department does not force arrangements), and the remaining leave should be taken before leaving the company; The staff who have been transferred to the company without quota should submit the resignation report at least 30 days in advance based on the day when they do not go to work at the latest, take the remaining paid leave (up to three weeks), and do not go to work is personal leave;

对有休假额度的中方员工，需最迟以三周休假结束那天为基准，要求提前三十天提交离职报告，离职日期为提交离职报告后的第三十天，休假最多只可休 3 周，可在文莱或其他国家休假（除中国外，其余国家需自费），超三周均按事假处理；

对无额度离职的中方员工，最迟以不上班那天为基准，试用期员工提前一周提交离职报告，离职日期为一周后（离职交接手续可代办或本人办理，部门不强制安排），离职前休完剩余调休；已转正无额度人员，最迟以不上班当天基准，需提前至少三十天提交离职报告，休完剩余带薪假（最多三周），不上班则为事假；

5.6.2.2 If the second leave quota is not reached, the leave cannot be combined and resigned 未达第二次休假额度的，不能合并休假并离职；

5.6.2.3 After an employee resigns, they should take the remaining paid leave of the year before leaving Brunei. Otherwise, it will be considered as voluntarily giving up and automatically reset to zero.

员工提出离职后，在离开文莱前应休完当年剩余的带薪假期，否则将视为主动放弃、自动清零。

5.6.2.4 Employees of the Company shall write down the resignation application 30 days in advance, and can only go through the handover procedures after obtaining the approval of the department and the company. Before leaving the company, they shall use up the remaining leave and annual leave obtained from actual attendance.

中方员工需提前 30 天写明离职申请，获部门、公司批准后方可办理离职交接手续，离职前需使

用完所剩调休和实际出勤所具有的年休假。

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

7	2024/7/9	LuoXin 罗欣	Yang Fan、Yang Shi Hai、A Dili BuliBuli 杨帆、杨仕海、阿 地里·布力布力	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