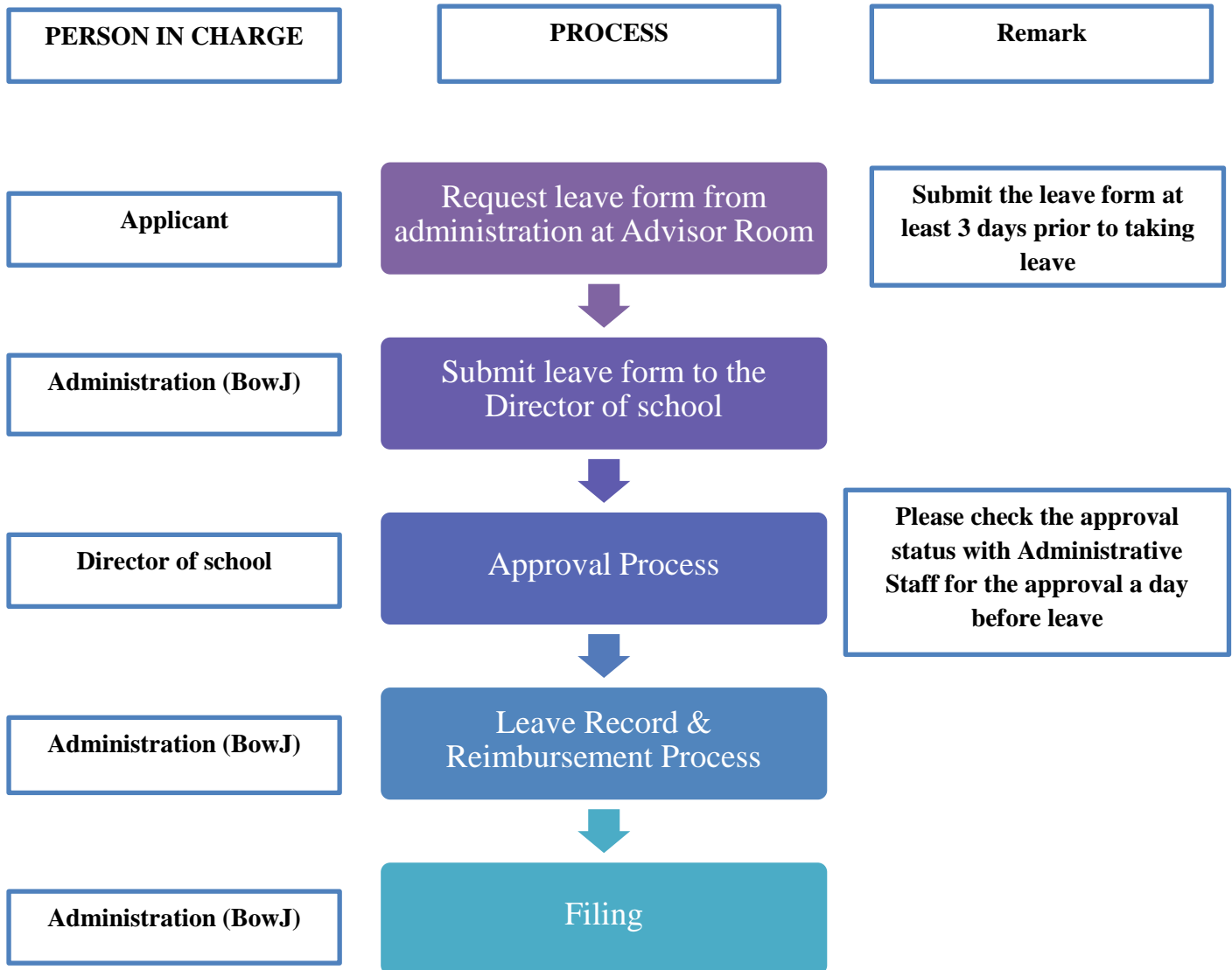


Leave Process



Note:

1. In case of business leave, employee must request and fill the leave form in person which can be retrieved via website (Teacher form) at least 10 days prior to the leave. The request shall be reviewed and approved by concerned parties.
2. In case of emergency resulting in the leave, you shall notify your proper reasons to the administrative personnel by call.
3. Regarding the sick leave, you shall directly call administrative personnel. Beside, according to the over 3 consecutive days of absence, the employee need to provide a medical certification from the authorized physician on the first returning day of work.

Leave Agreement

1. Sick leave is provided not more than 6 working time days, during the term of agreement where sick leave is requested for more than 2 consecutive working days, the request must be accompanied with a certificate from an official accepted physician with organization stamp.
2. Business leave of no more than 2 working days is provided, and the employer must be notified greater than 3 days in advance. Importantly, business leave will be guaranteed only for visa purpose. Submission of the leave form to the director 3 days in advance is compulsory.
3. The employ is not entitled to receive remuneration for the overused leave, while such absence result in remuneration's deduction of 1,000 THB for each working day.