

To: All Expedise Employees	Date: 28 - April - 2025
From: Customer Care Department	Memo No: Customer Care 01-2025

Subject: Guidelines on the Proper Usage of Service Incentive Leave (SIL) of External

Objective: As part of our commitment to promoting employee well-being and ensuring adherence to existing Philippine Labor Laws, this memorandum is being issued to provide guidance on the utilization of Service Incentive Leaves (SIL).

Service Incentive Leave or also known as SIL is given to employees who would be qualified as follows:

1. Every employee who has rendered at least One (1) year of service
- a. “One year of service” shall mean at least 12 months rendered service by an employee shall equal to Five (5) Service Incentive Leave credits.

b. “One year of service” shall also mean that an employee is an active employee of the company whether may it be continuous or broken counting from the beginning of his/her employment.

2. Purposes of filing SIL

SIL may be used by an employee for whatever reason under the following categories:

- Sick
- Vacation
- Emergency
- Other purposes

3. Coverage

All employees who are qualified for the benefit, under existing Philippine Labor Standards (except field personnel, government personnel etc.) shall be qualified for the availment of the benefit. Any employee who would not qualify the said benefit may be given the benefit, should it be deliberated by the Company if the Company opts to consider.

4. Availment and Procedure

- All SIL must be filed at least three (3) days before the actual date of availment, unless deemed emergency.
- SIL must be approved by the immediate head or by their respective Customer Concierge.

- Should SIL be availed due to emergency, employees must notify their respective Customer Concierge immediately and file their leave form as soon as possible.

5. SIL Usage and Crediting

- Employees who are identified to be eligible for the SIL, shall be given Five (5) days leave credits on their work anniversaries and succeeding thereafter.
- Should an employee retain his/her SIL credits, he/she shall be entitled to the conversion of his/her credits to monetary value equivalent to his/her current salary rate.
- Employee/s who are entitled to the converted SIL shall follow the following releasing schedule based on their hiring date:

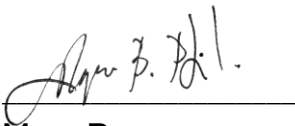
Employee Date Hired Month	Conversion Release Schedule
Hired employees for the months of: January, February and March	2nd Week of April
Hired employees for the months of: April, May and June	2nd Week of July
Hired employees for the months of: July, August and September	2nd Week of October
Hired employees for the months of: October, November and December	2nd Week of January of the following year

6. Separation from the Company

- Should an employee resign, separate from the Company; may it be through Just or Authorized causes, employees are entitled to receive their accumulated SIL conversion through their Final Pay.


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