	HUMAN RESOURCE POLICY	
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Maternity Leave

Objective

To provide employees with medical benefits with a clear understanding of entitlements and exclusions.

Scope

This policy covers female employees others who are in employment with the company for a period of at least 3 months immediately before your child's date of birth

The Policy

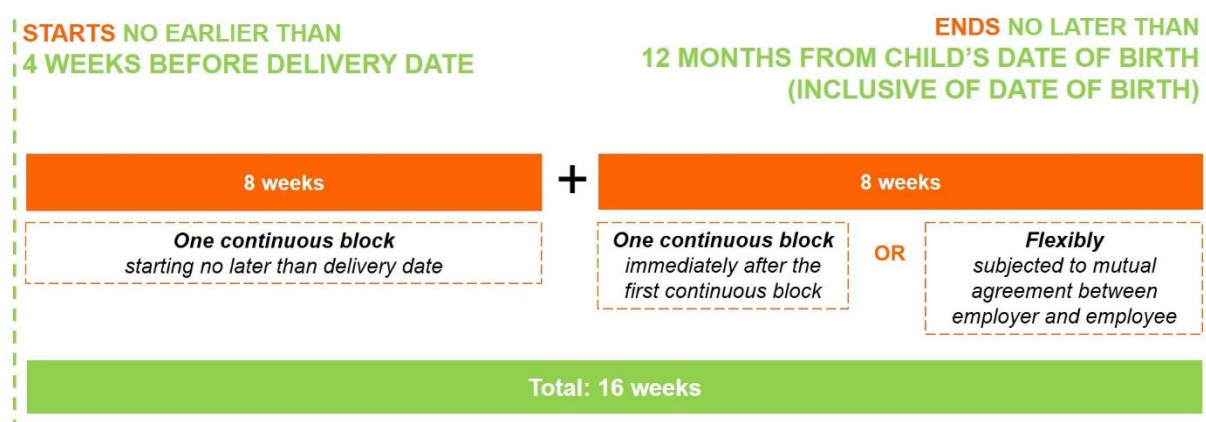
Employees are entitled to maternity leave as per the citizenship of her child:

Applicable to Singapore Citizen Child (At least one of the parent is Singapore Citizen)			
	First Child	Second Child	Third and subsequent Child
Entitlement	16 weeks of paid maternity leave		

Applicable to Non Singapore Citizen Child			
	First Child	Second Child	Third and subsequent Child
Entitlement	12 weeks of paid maternity leave and 4 weeks of optional unpaid leave		12 weeks of unpaid leave


Employees may start their maternity leave 4 weeks before her estimated delivery date (EDD) and no later than the delivery date.

Employees MUST consume the **first 8 weeks** of maternity leave must be taken in **one continuous block** (including weekends and public holidays). The **last 8 weeks** may be consumed flexibly **within 12 months** from the child date of birth, if there is **mutual agreement**.



Employees are not entitled to sales commission, transport allowance and grooming allowance during their maternity leave.

Employees are not allowed to use the maternity leave to offset the notice period when she ends her employment. Unconsumed maternity leave will be forfeited in such cases.

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The Process

Employees shall inform their HOD at least 2 months before their intended maternity leave arrangement.

Employees shall submit the completed [declaration form](#) to HR Department at least 1 week before the start of her maternity leave, or within one month from the date of the child's birth, whichever is earlier. The declaration form shall be filed in the employee's personnel file.

Employees shall update the child's details thru Whyze ESS system following the steps below:
 ESS -> Update Profile -> My Family -> New Family Member -> Add

Employees shall apply their maternity leave thru the Whyze ESS system.

Employees are required to submit a copy of the child's birth certificate to HR Department no later than one month from the date of the child's birth. The birth certificate shall be filed in the employee's personnel file.