1.0 Tujuan *(Purpose)*

PT. MAS ARYA percaya bahwa masa cuti dan istirahat merupakan periode istirahat dan pemulihan yang memungkinkan kelangsungan kinerja karyawan yang baik dan berterima. Perusahaan percaya memahami perlunya membuat kebijakan dan prosedur cuti dan istirahat yang sesuai persyaratan hukum dengan mana karyawan memperoleh jaminan hak cuti mereka untuk menciptakan keseimbangan kesehatan dan kehidupan kerja.

PT. MAS ARYA believes that leave and rest times represents periods of rest and recuperation that enable the continuity of good and acceptable work performance of its employees. The Company believes in establishing a leave and rest time policy and procedure that adheres to statutory requirements under which employees obtain their leave entitlement in order to ensure occupational health and work life balance.

2.0 Cakupan *(Scope)*

Dokumen Kebijakan dan Prosedur ini berlaku untuk seluruh karyawan PT. MAS ARYA.

This Policy and Procedure document is applicable to all employees of PT. MAS ARYA.

3.0 Definisi *(Definitions)*

“Absen Kerja” diartikan sebagai keputusan yang dibuat oleh karyawan untuk tidak hadir menjalankan serangkaian tugas regular yang menjadi tangung jawabnya dengan atau tanpa sepengetahuan atasan langsungnya karena alasan pribadi, pekerjaan dan/atau resmi.

“Absent from Work” is defined as a decision made by an employee to not attend regular course of duties in performing his roles and responsibilities with or without the consultation of the immediate management to perform his duties of personal, professional and/or official nature.

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"Absen Sah" adalah absen dari pekerjaan yang memenuhi kriteria berikut:

"Authorized Absence" is absent from work of an employee that is facilitates the following criteria:

a. Karyawan telah memberi tahu atasan atau bagian personalia.

An employee has informed an authorized designated leaders or human resource.

b. Karyawan memberitahu sehari sebelum tanggal absen kerja.

The employee informs one day prior to the day the employee intends to be absent from work.

c. Media komunikasi aktif yang digunakan adalah media komunikasi verbal langsung di tempat kerja.

The medium of active communication is direct verbal communication at the location of work

d. Media komunikasi pasif yang digunakan adalah media komunikasi media sosial dan HRIS

The medium of passive communication is social media communication and HRIS

"Absen Tidak Sah" adalah ketidakhadiran karyawan yang tidak memenuhi ketentuan "Absen Sah".

"Unauthorized Absence" is an employee absent from work that does not comply with "Authorized Absence"

"Cuti" diartikan sebagai "absen kerja" yang merupakan hak karyawan sebagaimana diatur dalam Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang.

"Leave" is defined as "Absent from work" that is a right of an employee as per the guidelines of Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law.

"Cuti Resmi" diartikan sebagai "Cuti" yang yang didapat karyawan yang merupakan Absen Sah.

"Authorized Leave" is defined as "Leave" obtained by an employee that is of the nature of Authorized Absence.

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"Cuti Tidak Sah" diartika sebagai absennya karyawan dari pekerjaan yang tidak selaras dengan "Cuti Resmi". Kategori cuti ini dapat mengakibatkan pengurangan upah sesuai ketentuan Kebijakan Perusahaan.

"Unauthorized Leave" is an employee absent from work which does not comply with "Authorized Leave". This category of leave can result in a deduction of wages as specified by Company Policy.

"Waktu Istirahat" diartikan sebagai hak karyawan sebagaimana tercantum dalam Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang.

"Rest Times" is defined as rights of an employee as per the guidelines of Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law.

4.0 Hak Cuti dan Waktu Istirahat *(Leave and Rest times as Entitlement)*

4.1 Kondisi Pekerjaan Umum *(General Working Conditions)*

Karyawan memiliki hak cuti dan istirahat sebagai berikut:

An employee has the following right of leave and rest times:

Waktu Istirahat per Hari – waktu istirahat antara jam kerja selama sedikitnya setengah jam setelah bekerja selama 4 jam berturut-turut**.**

Rest time per Working Day *– A period of rest between working hours for at least ½ Hour after working for 4 hours consecutively.*

Waktu istirahat ketika Bekerja

Waktu istirahat jam kerja dimulai sebagai berikut:

Shift pabrik – pagi - 08.30

Shift pabrik – malam - 17.30

Shift umum - 12.00

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Jangka waktu istirahat tersebut adalah setengah jam. Anggota tim diharapkan kembali ke tempat kerja mereka tepat waktu setelah waktu istirahat selesai.

Rest times during Business Hours

The start of Rest time during Business Hours standardized as follows

Manufacturing Shift - Morning - 09.30am

Manufacturing Shift - Evening - 06.00pm

General Shift - 12.00pm

The above period of Rest time is standardized for a period of ½ Hour (Half an Hour). Employees are expected to be at their respective work stations on time at the completion of their rest times.

Waktu Istirahat – waktu istirahat selama sehari setelah bekerja selama enam hari kerja dalam seminggu dan dua hari setelah bekerja selama lima hari kerja dalam seminggu.

***Rest time** – A period of rest of one day after 6 work days in a week and 2 days after 5 day work days in a week.*

Waktu Istirahat per Tahun – karyawan berhak akan cuti atau istirahat tahunan selama 12 hari kerja. Karyawan berhak atas cuti 12 hari kerja hanya jika dia telah bekerja selama 12 bulan berturut-turut sejak tanggal perekrutan karyawan.

***Rest time per Working Year** – An employee is entitled for a yearly period of leave or rest times of 12 working days. An employee is entitled for the stipulated 12 days only if she has consecutively attended work for 12 months from the date of recruitment of the employee.*

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4.2 Hari Libur Tahunan yang Ditetapkan Pemerintah *(Government Approved Annual Holidays)*

Hari libur tahunan sebagaimana ditetapkan Pemerintah ditetapkan sebagai Cuti Resmi. Jika karyawan diminta bekerja pada Hari Libur Resmi Pemerintah karyawan berhak atas upah tambahan perjam sebagaimana ditetapkan dalam Prosedur dan Kebijakan Lembur. Perusahaan tidak berkewajiban untuk memberikan hari libur tambahan sebagai pengganti kerja di Hari Libur Resmi Pemerintah. Karyawan memiliki hak meminta libur sehubungan dengan kerja di Hari Libur Resmi Pemerintah. Manajemen harus mengakomodasi permintaan ini tetapi cuti ini akan mengurangi hak cuti tahunan karyawan.

The Annual Holidays as approved by the Government will be defined as Authorized Leave. If an employee is requested to work on a Government Approved Annual Holiday the employee is entitled to be paid an additional payment per hour as specified by the Overtime Policy and Procedure. The company is not liable to provide an additional day as a holiday as compensation for working on a Government Approved Annual Holiday. An employee has the right to request for a holiday in relation to working on a Government Approved Annual Holiday.

4.2.1 Cuti Bersama (Collective Leave)

Sesuai dengan pedoman yang ditetapkan oleh Keputusan Menteri atau keputusan persiden mengenai Cuti Bersama Lebaran, hari libur nasional adalah sebagai berikut;

As per the guidelines provided by the Kepmen Cuti Bersama national holidays;

Tanggal kalender tersebut diatas telah disampaikan sebagai Keputusan 3 kementerian (Menteri Agama, Menteri Tenaga Kerja dan Transmigrasi, Menteri Pengawasan Aparatur Negara dan Reformasi Birokrasi) di Indonesia. Keputusan ini dibuat setiap tahun. Manajemen akan mematuhi pedoman yang diberikan.

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Jumlah hari yang ditentukan sebagai 'Cuti Bersama' atau Kolektif Leave dapat bervariasi dan jumlah Liburan Kolektif / Cuti Bersama kemudian dikurangkan dari 12 hari Cuti Tahunan sebagai cuti wajib.

Jika organisasi memutuskan untuk mendeklarasikan pekerjaan pada hari Cuti Bersama / Kolektif Leave, tidak ada persyaratan untuk membayar Lembur saat bekerja pada hari Cuti Bersama / cuti kolektif. Jika pekerjaan jatuh tempo pada hari cuti kolektif, tanggal ini tidak dapat dikurangkan dari sisa masa kerja karyawan.

Each year, the Statutory Annual Holidays and Collective Leave dates are issued by a decree of 3 ministries (Religion Minister, Manpower and Transmigration Minister, Minister for Supervision of the State Apparatus and Bureaucracy Reformation) in Indonesia. The Management will adhere to the guidelines provided in this document.

The number of days specified as 'Cuti Bersama' or Collective Leave may vary and the number of Collective Holidays/ Cuti Bersama is then deducted from the 12 days of Annual Leave as compulsory Leave.

If the organization decides to declare work on a day of CUTI Bersama/ day of Collective Leave, there will be no requirement to pay Overtime when working on a day of Cuti Bersama/ Collective leave. If work happens to fall on a day of collective leave, this date cannot be deducted frm the employees' entitled leave days.

4.3 Hak Cuti sebagaimana diatur oleh Peraturan dan Kebijakan Perusahaan *(Leave Entitlements as Specified by Law and Company Policy)*

Karyawan berhak atas hak tidak masuk kerja karena alasan keluarga. Peraturan semacam ini dianggap penting oleh hukum untuk kehadiran dan partisipasi karyawan.

An employee is entitled to have the right to be absent from work for as a member of a family. Engagements of such nature are deemed essential by law for the presence and participation of the employee.

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4.3.1 Definisi *(Definitions)*

a. Keluarga Langsung – yang dimaksud Keluarga Langsung adalah anggota keluarga yang terdiri dari Ibu, Bapak, dari karyawan dan suami/istri dari karyawan. Detil anggota keluarga langsung harus disebutkan pada saat rekrutmen, pada keadaan yang mengubah status karyawan saat ini dan dilampirkan dengan kartu keluarga. Seluruh anggota keluarga langsung adalah mereka yang menjadi anggota keluarga karyawan secara Hukum dan Kelahiran.

a. Immediate Family *– By definition Immediate Family or Household are "the family members that comprise of Mother, Father, of the employee and the spouse of the employee. The immediate family details are required to be disclosed to the organization on recruitment or in situations which change the current status of an employee. All members included as immediate family will be members who are of Birth Right and Legal Right to the individual employee.*

b. Kerabat Keluarga – anggota keluarga diluar keluarga langsung digolongkan sebagai Kerabat. Yang termasuk dalam kategori ini adalah Kakak-Adik laki-laki-perempuan, kakek-nenek dari karyawan dan istri karyawan

b. Extended Family (Household) *– Family members extending beyond the scope of Immediate Family will be categorized as Extended Family or Household. The category of members representing will be the brothers, sisters, grandparents of the employee and the spouse of the employee. Article 93 Section 4 (G) of Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law highlights the entitlement of 1 days authorized leave for the employee.*

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c. Anak-anak – sebagaimana disebutkan dalam Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang "individu dibawah usia 18 tahun didefinisikan sebagai anak".

***c. Children** – By definition as per the Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law "an individual below the age of 18 will be defined as a child".*

d. Rekan Kerja & Teman – individu yang tidak termasuk dalam kategori yang disebutkan di atas sebagai Anak, Keluarga Langsung dan Kerabat digolongkan sebagai Rekan kerja & Teman.

***d. Work Mates & Friends** – Individuals that does not fall into the categories mentioned above as Children, Immediate family and Extended family reflect the category as Work mates & friends.*

e. Hak sebagai Orang Tua – Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang menyebutkan persyaratan hak cuti yang diberikan kepada karyawan atas kedudukannya sebagai orang tua dari anak secara Hukum dan atau Lahir. Hak yang diberikan digolongkan dalam kategori hak Orang Tua.

***e. Parental entitlements –** Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law reflect upon the leave requirements an individual employee will be entitled as a legal custodian of a child by Birth Right and / or Legal right. The entitlements concerned are defined under the category of Parental entitlements.*

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1. Mengacu kepada Kebijakan Cuti Melahirkan dari PT. MAS ARYA.

1. Refer Maternity Leave Policy of PT. MAS ARYA.

2. Pasal 93 Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang menyatakan hak cuti karyawan untuk keadaan sebagai berikut.

2. Article 93 of Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law states the following rights for an employee with reference to leave.

Keterangan (Description)	**No of Days (Jumlah hari)**
1.Pekerja Menikah *Marriage of the employee*	3 hari/days
2.Menikahkan anak *Marriage of the Child*	2 hari/days
3. Mengkhitankan anak *Circumcision of the Child*	2 hari/days
4. Membaptiskan anak *Baptism of the Child*	2 hari/days
5. Istri melahirkan, *Employees spouse having their baby – Paternal Leave*	10 hari/days
6. Suami/isteri, orang tua/mertua atau anak atau menantu meninggal dunia, *Death of a Child*	2 hari/days
7. Anggota keluarga dalam satu rumah meninggal dunia, *Death of a Child*	1 hari/days

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3. Cuti Ayah *Paternity Leave*

   Di MAS, kami percaya bahwa karyawan pria kami juga perlu didukung pada saat memiliki anak baru lahir. Untuk tujuan ini, karyawan pria akan diberikan sepuluh (10) hari kerja sebagai cuti ayah.

   At MAS, we believe that our male employees too need to be supported at the time of having a new-born child. For this purpose, male employees will be granted ten (10) working days as paternity leave.

   Cuti ayah diambil selama sepuluh (10) hari kerja jika diperlukan, dalam satu [1] tahun sejak tanggal lahir anak. Lima hari dari cuti ini harus diambil secara berturut-turut. Surat keterangan rumah sakit yang menunjukkan tanggal lahir anak harus ditunjukkan saat mengajukan cuti ayah [pada permohonan cuti pertama].

   Paternity leave shall be taken as ten (10) working days when required, within one [1] year of the date of birth of the child. Five days of this leave shall be taken consecutively. Hospital certificate showing the date of birth of the child shall be produced when applying for paternity leave [in the first application of such leave].

   Apabila karyawan berkehendak demikian, ia dapat mengajukan cuti ayah hingga dua (2) hari dari 10 hari kerja yang disebutkan di atas sebelum kelahiran anak, asalkan diambil tidak lebih dari satu bulan sebelum kelahiran. Dalam waktu satu bulan setelah mengambil 2 hari tersebut, HR akan meminta Anda untuk menyerahkan akta kelahiran anak.

   If the employee so wishes he may apply for up to two (2) days of the above mentioned 10 working days of paternity leave prior to the birth of the child so long as such is taken no more than one month prior to birth. Within a month of taking the 2 days HR shall require you to present the birth certificate of the child.

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4. Cuti Adopsi *Adoption Leave*

Karyawan wanita yang mengadopsi anak berhak atas cuti tergantung pada usia anak yang diadopsi:

A female employee adopting a child is entitled leave depending on the age of the child adopted:

- Jika anak berusia satu (01) tahun atau kurang – (jumlah hari sesuai dengan hukum cuti melahirkan di negara tersebut)

  If the child is one (01) year or less – (number of days as per maternity law of the country)
- Jika anak berusia antara satu (01) hingga lima (05) tahun – (50% dari jumlah hari sesuai dengan hukum cuti melahirkan di negara tersebut)

  If the child is between one (01) to five (05) years old – (50% of the number of days according to the maternity law of country)

Karyawan pria yang mengadopsi anak berhak atas cuti ayah selama sepuluh (10) hari dalam waktu satu (1) tahun sejak tanggal adopsi. Lima hari dari cuti ini harus diambil secara berturut-turut.

A male employee who adopts a child shall be entitled to ten (10) days of paternity leave within one (1) year from the date of adoption. Five days of this leave shall be taken consecutively.

Permohonan cuti harus diberitahukan kepada Manajer Lini dan HR, tiga (03) bulan sebelum tanggal adopsi; dan harus didukung oleh dokumen hukum yang mengkonfirmasi adopsi.

Application for leave should be informed to the Line Manager and HR, three (03) months in advance of the date of adoption; and must be supported by Legal documents confirming the adoption.

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f. Cuti Dukacita *(Bereavement Leave)*

Jika seorang karyawan yang telah menghabiskan hak cuti individunya membutuhkan tambahan cuti karena keadaan seperti meninggalnya keluarga langsung, maka kepadanya diberikan cuti dengan tetap dibayar yang bergantung pada persetujuan Manajer.

If an employee who has already exhausted his/her individual leave entitlement requires additional leave for situations such as bereavement of "immediate family", then paid leave shall be granted subject to approval of the reporting Manager.

g. Cuti Pendek *(Short Leave)*

Seorang karyawan mungkin, dalam keadaan luar biasa, untuk kepentingannya dan membolehkan pengurangan yang sepadan ke setengah jam terdekat.

An employee may, in exceptional circumstances, avail him/herself and will need to allow a commensurate deduction of salary to the nearest half-hour. This will be referred to as "late minutes".

h. Cuti Haid *(Menstruation Leave)*

Sesuai dengan peraturan pemerintah pada Pasal 13 tahun 2003, pekerja / buruh perempuan yang merasa sakit selama masa menstruasi mereka dan mengatakan kepada pengusaha tentang hal ini tidak diwajibkan untuk bekerja pada hari pertama dan kedua menstruasi. Perusahaan berkewajiban untuk memberikan cuti dibayar untuk pekerja / pekerja berdasarkan permintaan mereka sampai jangka waktu dua hari. Namun, ini mungkin tergantung pada kebijaksanaan karyawan mengenai apakah mereka ingin mengajukan permohonan cuti selama dua hari pertama dalam siklus menstruasi bulanan mereka.

In keeping with the government regulation of Article 13 of 2003, female workers/ laborers who feel pain during their menstrual period and tell the entrepreneur about this are not obliged to come to

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work on the first and second day of menstruation. The company shall be obliged to grant paid leave for the worker/ workers based on their request upto a period of two days. However, this may depend on the employees' discretion on whether they wish to apply for leave for the first two days in their monthly menstruation cycle.

4.3.2 Hak Cuti Karena Kebutuhan Pendidikan *(Entitlement of Leave Due to Educational Requirements)*

Definisi *(Definitions)*

Cuti Belajar didefinisikan sesuai dengan kebjakan perusahaan sebagai berikut:

***Study Leave** is defined as per the Company policy as follows:*

a) Karyawan tetap berhak atas cuti belajar dibayar selain hak cuti individual dalam hal mengikuti ujian atau program studi dari lembaga yang diakui yang bertujuan untuk peningkatan karir.

a) Confirmed employees are entitled to paid study leave in addition to the individual leave entitlement in the event they sit for examinations or courses of study from a recognized institute that lead to career advancement.

b) Satu (01) hari kerja sebelum dan pada hari ujian akan diberikan sebagai cuti jika ini adalah ujian pertama yang diikuti selama masa kerja di MAS.

*b) One (01) working day prior & the day of the examination will be granted as leave where it is the first sitting for that particular examination while in employment at MAS.*c) Jika karyawan menempuh

c) ujian untuk kali yang kedua atau lebih, cuti belajar hanya diberikan pada saat ujian.

c) If the employee is sitting for the exam a second time or more, study leave will only be granted for the day of the examination.

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d) Jumlah maksimal hari yang diberikan sebagai cuti belajar adalah 10 hari per tahun. Jika karyawan bermaksud mengambil cuti tambahan untuk tujuan belajar, cuti akan dikurangkan dari hak cuti tahunan pada tahun tersebut. Jika cuti tersebut sudah habis, maka akan diperlakukan sebagai cuti diluar tanggungan perusahaan.

d) The maximum number of days granted under study leave shall be 10 days per year. In the event the employee wishes to take any additional leave for study purposes, leave will be deducted from the individual leave entitlement for the specific year. If such leave has been exhausted, it will be treated as no-pay leave.

e) Seseorang yang mengikuti kursus semacam itu harus memberitahukan kepada atasan langsung dan Manajer SDM secara tertulis mengenai rencana tersebut dan tanggal cuti yang direncanakan untuk ujian.

e) An individual embarking on such courses should inform their immediate supervisor and the HR Manager in writing of such an endeavor & the planned dates of leave for the examination.

f) Individu yang bergabung dengan MAS, pada saat perekrutan, harus memberitahukan kepada atasan langsung dan Manajer SDM secara tertulis mengenai ujian-ujian yang telah dilakukan atau direncanakan dalam tahun kalender bergabung.

Catatan: merupakan tanggung jawab atasan langsung dan Manajer SDM untuk memperoleh informasi tersebut pada saat perekrutan.

f) Individuals joining MAS should, at the time of recruitment, inform the immediate supervisor & HR Manager in writing of such exams that are already undertaken or planned within the course of the calendar year of joining.

Note: it is the responsibility of the immediate supervisor & the HR Manager to obtain such information at the time of recruitment.

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g) Permohonan Cuti Ujian harus diajukan dua (02) minggu sebelumnya dan harus disertai bukti jadwal ujian dan dokumen pendukung lainnya.

e) Application for Exam Leave shall be made two (02) weeks in advance and should be supported by proof of examination timetable and other supporting documents.

Pelatihan Kerja, didefinisikan sesuai Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang sebagai "seluruh kegiatan yang bertujuan menyiapkan karyawan atau karyawan potensial dengan, dan membuka jalan bagi mereka untuk mendapat, meningkatkan dan mengembangkan kompetensi kerja, produktivitas, disiplin, sikap dan etos kerja sehingga tercapai tingkat kecakapan dan keahlian kerja yang sesuai dengan tingkat dan kualifikasi yang diharapkan untuk jabatan atau pekerjaan tertentu".

***Job training** is defined as per the Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law as "the whole activities of providing workers or potential workers with, and paving the way for them to acquire, enhance and develop job competence, productivity, discipline, work attitude and ethics until a desired level of skills and expertise that match the grade and qualifications required for a position or a job is reached."*

Magang didefinisikan sesuai Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang sebagai "bagian dari sistim pelatihan pekerjaan yang menggabungkan pelatihan di lembaga pelatihan dengan pekerjaan yang secara langsung dibawah arahan dan pengawasan seorang instruktur atau karyawan yang lebih professional dalam proses menghasilkan barang/jasa dalam perusahaan dalam upaya untuk menguasai keahlian atau ketrampilan tertentu".

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Apprenticeship *is defined as per the Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law as "a part of a job training system that integrates training at a training institute with working directly under the tutelage and supervision of an instructor or a more experienced worker/ laborer in the process of producing goods and/ or services in an enterprise in order to master a certain skill or trade".*

Prosedur persetujuan akan diberikan setelah pemeriksaaan dokumentasi berikut:

The procedure of approval will be granted after the review of the following documentations:

a. Surat Keterangan Resmi dari institusi pendidikan yang menyatakan bahwa karyawan diterima untuk mengikuti program belajar.

a. Official acceptance of the Educational Institute of the employee enrolment to follow the respective course of study.

b. Jangka waktu yang diberikan Perusahaan membatasi pengajuan kepada manajemen maksimum lima hari kerja sebelum tanggal ujian atau evaluasi untuk mendapatkan persetujuan.

b. The timeframe defined by Company policy will limit to a maximum of 5 working days prior to the date of the exam or evaluation submitted to the management for approval.

c. Alokasi cuti akan digolongkan sebagai "Absen atau Cuti Resmi".

c. The leave allocation will be categorized as "Authorized Absence and Authorized Leave".

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4.3.3 Hak Cuti Karena Memenuhi Kewajiban / Tugas Negara

(Entitlement of Leave to Represent to Meet State Obligations)

Kebijakan Perusahaan terkait dengan cuti untuk memenuhi Kewajiban Negara akan diatur sesuai dengan Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang. Cuti tersebut akan digolongkan “Cuti dan Absen Sah”.

The Company Policy pertaining to leave to represent State Obligations will be regulated according to the guidelines of the Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law. The Leave category will be “Authorized Absence and Authorized Leave”

4.3.4 Hak Cuti Untuk Menjalankan Kebebasan Berserikat dan Hak Asasi Manusia *(Entitlement of Leave to exercise Freedom of Association & Human Rights)*

Kebijakan Perusahaan terkait dengan cuti untuk memenuhi Kewajiban Negara akan diatur sesuai dengan Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang. Cuti tersebut akan digolongkan “Cuti dan Absen Sah”.

The Company Policy pertaining to leave to represent State Obligations will be regulated according to the guidelines of the Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law. The Leave category will be “Authorized Absence and Authorized Leave” .

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4.3.6 Cuti Karena Sakit dan Cidera *(Absence relating to Sickness and Injury)*

Definisi ***(Definitions)***

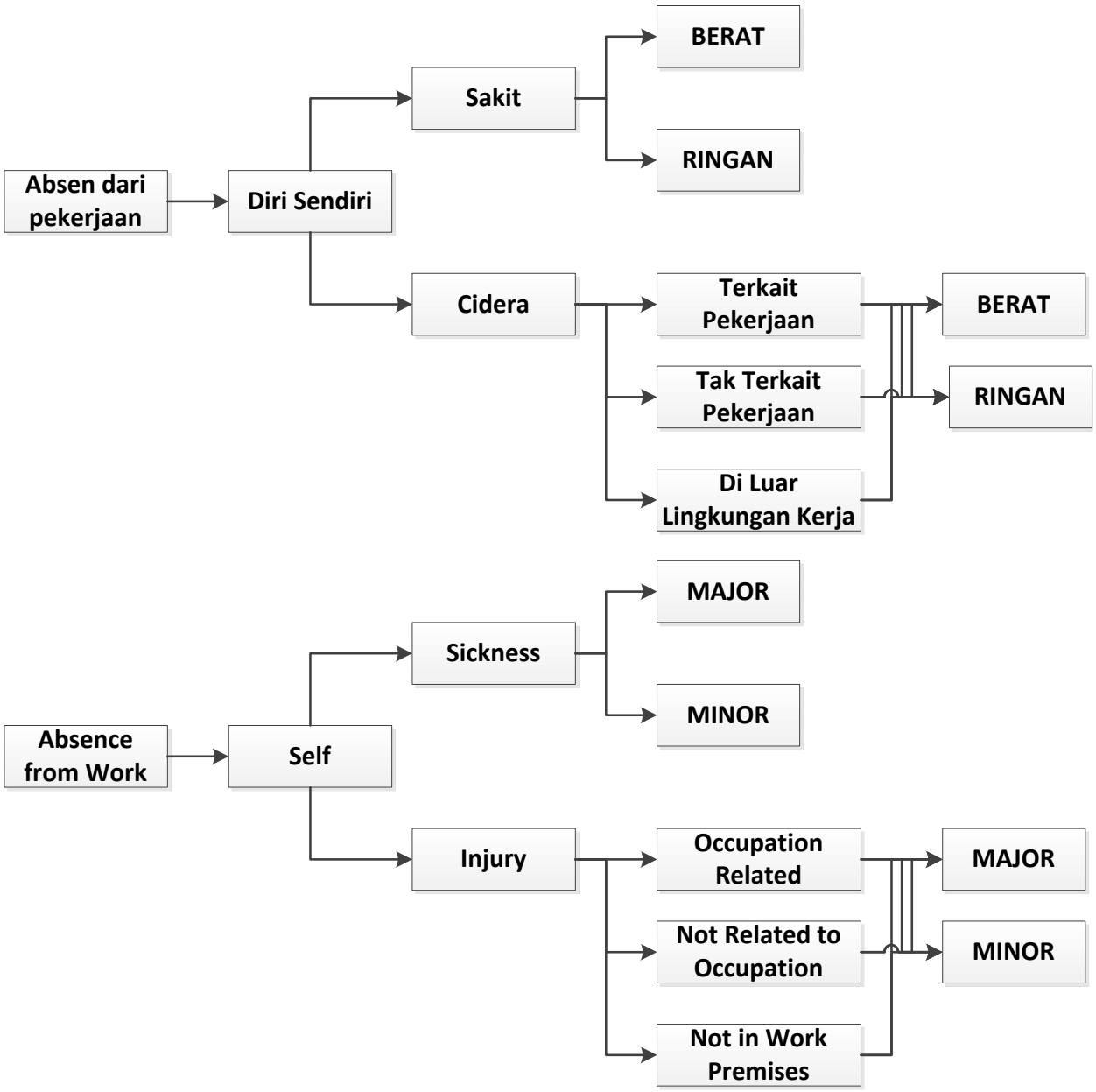
Sakit Berat didefisikan oleh Kebijakan Perusahaan sebagai sakit yang didiagnosa oleh Dokter Perusahaan atau dokter yang sah yang memberikan keterangan bagi karyawan untuk absen melebihi 3 hari kerja. Alokasi absen digolongkan sebagai Cuti Resmi.

Major Sickness *is defined by Company Policy as a diagnosed sickness by the Company Doctor or a certified medical doctor that result with reference to absence of the employee exceeding 3 working days. The leave allocation will be categorized as Authorized Leave.*

Sakit Ringan didefinisikan oleh Kebijakan Perusahaan sebagai sakit yang didiagnosa oleh Dokter perusahaan atau dokter yang sah yang memberikan keterangan bagi karyawan untuk absen tidak melebihi 3 hari kerja. Alokasi absen digolongkan sebagai Cuti Resmi.

Minor Sickness *is defined by Company Policy as a diagnosed sickness by the Company Doctor or a certified medical doctor that result with reference to absence of the employee not exceeding 3 working days. The leave allocation will be categorized as Authorized Leave.*

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Kebijakan Perusahaan berkaitan dengan cuti karena sakit dan cedera akan diatur sesuai dengan Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang (Pasal 93).

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The Company Policy pertaining to leave for sickness and injury will be regulated according to the guidelines of the Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law (Article No 93).

Karyawan yang sakit dan tidak dapat hadir untuk bekerja harus mengikuti hal-hal berikut agar diakui sebagai Cuti Resmi sesuai Kebijakan Perusahaan:

The Employees ill or sick and cannot attend to work shall proceed as detailed below to be recognized as an Authorized Leave as per the Company Policy:

Langkah SATU - Karyawan atau anggota keluarga segera memberitahu supervisor langsung dan perwakilan SDM tentang alas an untuk absen.

Step ONE - The employee or a member of the family need to immediately inform the immediate supervisor and the HR representative of the reason for absence.

Langkah DUA - Persyaratan Wajib sesuai Kebijakan Perusahaan bagi karyawan untuk menyerahkan surat keterangan sakit setelah selesai periksa dari dokter luar perusahaan atau tenaga medis atau mendatangi perusahaan untuk konsultasi dengan dokter perusahaan untuk memastikan alas an tidak masuk kerja.

Step TWO - A mandatory requirement as per Company policy for an employee to produce a medical certificate upon completion of a professional consultation from an external doctor or medical officer or visit the factory and consult the doctor to confirm the reason for absence from work.

Langkah TIGA - Surat Keterangan Sakit diserahkan dengan cara berikut

1. Anggota keluarga menyerahkan surat keterangan sakit untuk memastikan sakitnya.
2. Ketika karyawan masuk kerja harus menyerahkan Surat Keterangan Sakit kepada SDM pada hari tersebut.
3. Karyawan secara pribadi mengunjungi pusat kesehatan dan menyerahkan surat keterangan sakit dari dokter perusahaan.

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Step THREE - The medical certificate is required to be produced as follows

1. A member of the family produces the Medical Certificate to the factory confirming the sickness

2. The employee upon return to work submit the Medical Certificate to HR on the day of return

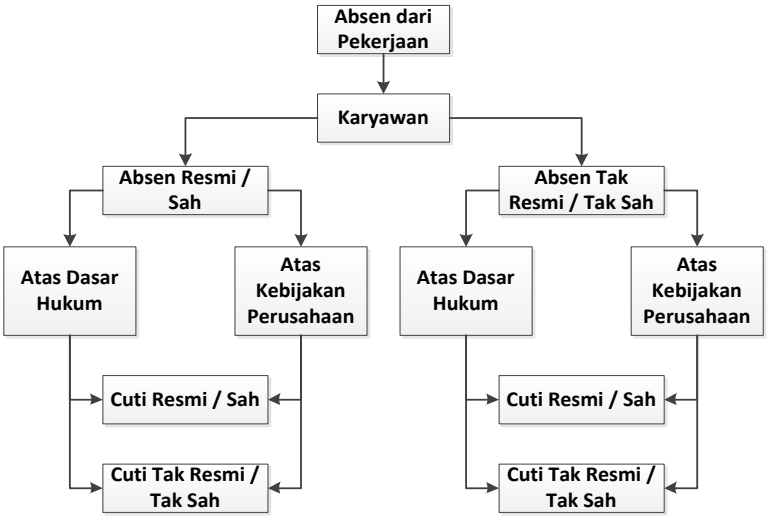
3. The employee personally visits the medical centre and submits the Medical Certificate from the Company Doctor.

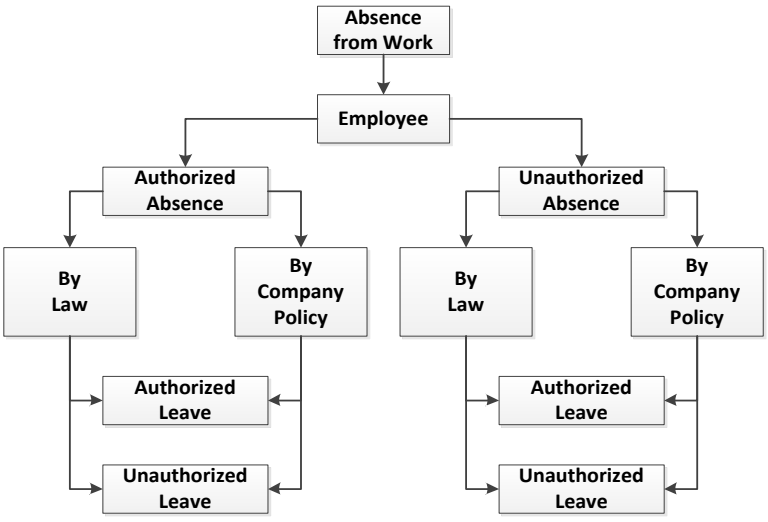
Kegagalan menyerahkan Surat Keterangan Sakit seperti disebutkan di atas akan dianggap tidak mampu menunjukkan bukti substansial atas sakit yang diderita dan akan digolongkan sebagai Absen Tidak Sah. Absen Tidak Sah karyawan yang berkaitan dengan sakit sehingga karyawan tidak masuk kerja berakibat pada tidak dibayarnya upah sehari penuh pada hari tidak masuk tersebut.edera dalam golongan "Berat" sebagaimana disebutkan oleh Pasal 93 sub bagian 3 Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang berkaitaan dengan hak karyawan memperpanjang hingga periode waktu lebih dari 1 bulan dan kurang dari 12 bulan. Prosedur dan protocol operasional menjadi keputusan Manajemen Senior. Cuti digolongkan sebagai Absen dan Cuti Sah.

Failure to produce a Medical Certificate as mentioned above will prove lack of substantial evidence of the sickness and will be categorized as Unauthorized Leave. The Unauthorized leave of the employee pertaining to sickness will be Absence from Work that will not be eligible for the allocation of full day pay for the date of absence. The considerations taken to address Sickness and Injury in the category of *"Major" as addressed by Article 93 subsection 3 of Act NO 13 of 2003 relate to employee entitlements extending to a period greater than one month and less than 12 months. The operational protocols and procedure will be of the Senior Management decision. The Leave category will be "Authorized Absence and Authorized Leave".*

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4.4 Hak-hak Cuti yang diganti dengan alokasi Pembayaran untuk Absen dari Pekerjaan *(Leave Entitlements That is Compensated by Allocation of Payment For "Absence From Work")*





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4.4.1 Categories of Leave on Company Payroll System

The following Categories of Leave have been defined in the Company's Payroll System in keeping with the government regulation of Law No. 6 of 2023 and in accordance to the Company Rules and Regulations:

Type of Leave	Remarks
Annual Leave (AL)	Applicable for Employees who completed one year period of Service
Authorized No Pay (ANL)	Leave authorized by Department Head/ Company Senior Management in a special case that an employee does not have remaining leave/ not entitles to leave/ exahusted his or her leave
Government Endorsed Leave (GEL)	Paid Leave granted as per the government regulation
Medical Leave (MEL)	Paid Leave granted based on a valid Medical Certification confirming illness
Maternity Leave (ML)	90 Calendar Days of Leave provided due to Child Birth
Lieu Leave (LL)	Granting one day off in the case where an employees was obliged to work 7 days consecutively. This will be given during the immediate following week.
Unautrhorized No Pay (UL)	In the instances of not applying for leave or when you are not entitled for leave it will be categorized as unauthorized no-pay
Duty Leave (DL)	Authorized Paid Leave granted for official purposes

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Pembayaran "Absen dari Kerja" dengan acuan Masa Kerja Karyawan ***(Payment for "Absence from Work" with reference to Employee Service Period)***

"Masa Kerja Karyawan Kurang dari Satu Tahun" diartikan sebagai masa kerja karyawan yang menunjukkan periode waktu kurang dari satu tahun atau 365 hari sejak tanggal perekrutan karyawan.

"Employee Service Less than One Year" *is defined as the service period of an employee that reflects a period of time less than one year or 365 days from the date of recruitment of the employee.*

"Masa Kerja Lebih dari Satu Tahun" diartikan sebagai masa kerja karyawan yang menunjukkan periode waktu lebih dari satu tahun atau 365 hari sejak tanggal perekrutan karyawan.

"Employee Service More than One Year" *is defined as the service period of an employee that reflects a period of time more than one year or 365 days from the date of recruitment of the employee.*

Seluruh karyawan yang masa kerjanya kurang dari satu tahun gajinya akan dikurangi secara otomatis jika tidak masuk kerja. Pengecualian diberikan kepada karyawan yang akan menggunakan hak cuti mereka digolongkan **Gaji yang tidak dipotong karena "Absen dari pekerjaan"**. Absen dari pekerjaan untuk golongan Gaji yang dipotong karena "Absen dari pekerjaan" akan dikurangi sesuai ketidakhadiran. Perhitungan pengurangan sebagai berikut:

All employees whose service period is less than One Year will have an automatic deduction of Salary for absence from work. The exception to the rule will be all employees that will exert their right for leave under the category of ***Salary allocated for "Absence from Work".*** *Absence from Work for the category of "****Salary not allocated for "Absence from Work"*** *will be deducted accordingly. The deduction calculation will be as follows:*

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$$\text{Pemotongan Gaji} = \frac{\text{Gaji pokok}}{\text{21 hari}} \times \text{Jumlah hari Tidak Masuk Kerja}$$

$$\text{Salary Deduction} = \frac{\text{Basic Salary}}{\text{21 Days}} \times \text{No of Days Absence from Work}$$

Seluruh karyawan yang masa kerjanya lebih dari satu tahun mengikuti serangkaian langkah memanfaatkan hak sah mereka sebagaimana didefinisikan oleh Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang. Pengecualian diberikan kepada karyawan yang akan menggunakan hak cuti mereka digolongkan **Gaji yang dialokasikan untuk "Tidak Masuk Kerja".** Untuk cuti yang tidak masuk golongan **Gaji yang tidak digolongkan untuk "Tidak Masuk Kerja"** langkah-langkah berikut akan diadopsi sebagai Kebijakan Perusahaan.

*All employees whose service period is more than One Year will follow a series of steps utilizing upon their legal entitlement as defined by the Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law. The exception to the rule will be all employees that will exert their right for leave under the category of **Salary allocated for "Absence from Work".** For leave that does not fall into the category of **Salary not allocated for "Absence from Work"** the following steps will be adopted as Company Policy.*

a. Perusahaan akan memanfaatkan "**Waktu Istirahat Tahunan**" sebagai keadaan pertama dari Protokol. Alokasi tahunan akan dikurangi berkaitan dengan cuti yang diperoleh karyawan.

*a. The Company will utilize the "**Rest time per Working Year"** as the first state of Protocol. The Annual allocation will be reduced in relation to the leaves obtained by the employee.*

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b. Jika karyawan yang telah menghabiskan masa cuti individualnya menginginkan cuti tambahan untuk situasi seperti berkabung atas kematian anggota keluarga langsung, maka diberikan cuti dibayar tergantung persetujuan Manajer yang dilapori.

b. If an employee who has already exhausted his individual leave entitlement requires additional leave for situations such as bereavement of "immediate family members", then paid leave shall be granted subject to approval of the reporting Manager.

c. Tidak masuk kerja yang digolongkan "**Gaji tidak dialokasikan untuk KetidakHadiran Kerja** akan dikurangi sesuai ketidakhadiran. Perhitungan pengurangan sebagaimana dijelaskan di atas.

*c. Absence from Work for the category of "**Salary not allocated for "Absence from Work"** will be deducted accordingly. The deduction calculation will be as stated above.*

5.0 Absen tidak Sah dan Cuti Tidak Sah – Absen Panjang *(Unauthorized Absence and Unauthorized Leave – Long Absence)*

Definisi *(Definition)*

"Absen Panjang" didefinisikan sebagai ketidakhadiran karyawan yang dianggap Absen dan Cuti Tidak Sah tanpa pemberitahuan resmi yang diberikan kepada manajemen oleh individu, anggota keluarga karyawan yang absen anggota anggota tim yang lain.

"Long Absence" is defined an absence of an employee that is of Unauthorized Absence and Unauthorized leave with no valid notification provided to the management by the individual, a member of the family of the employee concerned or another team member.

"Pemberhentian Hubungan Kerja" didefinisikan sebagai proses komunikasi oleh Perusahaan kepada karyawan yang Absen Panjang yang mengakibatkan pemberhentian karyawan dari Perusahaansetelah terpenuhinya langkah-langkah berikut.

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"Vacation of Post" is defined as a process of communication by the Company to an employee who is on "Long Absence" that result in termination of the employee from the Company upon completion of the following steps with reference to the Company Rules and Regulations Document:

1. Hari ke-SATU – Hari pertama absen dari karyawan sesuai definisi. Minimum 2 kali telepon dan 2 pesan teks diberikan oleh anggota tim SDM yang bersangkutan kepada karyawan yang absen.

Day ONE – The first day of absence by the team member as per the definition. A Minimum of 2 telephone calls and 2 Text Messages directed by Sectional HR Team Member to the absent team member.

2. Hari ke-TIGA – Jika karyawan tidak menanggapi upaya yang dilakukan pada hari ke-Duaanggota tim SDM akan mengirimkan Surat Peringatan ke-Dua.

Day THREE – If the Team Member fails to respond to efforts made by Day TWO, the Sectional HR Officer will send a standardized letter to the Team member. 1st Notification Letter

3. Hari ke-Enam – Jika karyawan tidak menanggapi upaya yang dilakukan pada hari ke-Empat anggota tim SDM yang bersangkutan akan mengirimkan surat kepada karyawan yang bersangkutan. Surat peringatan ini disebut sebagai "Pemberhentian Hubungan Kerja" suatu kategori pemberhentian kerja karyawan yang dinyatakan dalam Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang.

Day Six – If the Team Member fails to respond to the first Notification Letter, the Sectional HR Officer will send a standardized letter to the Team member. The notification to the employee is termed as "Vacate of Post" a category of termination of services of an employee as specified by Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law.

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5.1 Hak-hak Cuti sesuai Undang-undang Nomor 6 Tahun 2023 tentang Penetapan Peraturan Pemerintah Pengganti Undang-Undang Nomor 2 Tahun 2022 tentang Cipta Kerja Menjadi Undang-Undang *(Leave Rights as stated by Law Number 6 of 2023 concerning the Stipulation of Government Regulation in Lieu of Law Number 2 of 2022 concerning Job Creation to Become Law)*

Hak cuti yang disebutkan adalah cuti yang menjadi hak karyawan dengan manfaat sebagai berikut

The entitlements of Leave stated will be leave that the Team Member is entitled with the following benefits:

1. Upah penuh sehari sebagaimana pedoman dan ketentuan yang dinyatakan hukum.

Full Day payment as per the guidelines and provisions stated by law.

2. Hak cuti tidak mengurangi cuti tahunan karyawan.

The leave entitlement is not deducted by the individual employees Annual Leave.

3. Juklak dokumentasi dan administrasi permohonan cuti akan diatur oleh Kebijakan dan Prosedur Perusahaan.

The operational guidelines of documentation and administration of the Leave request will be regulated by Company Policy and Procedure.

5.2 Umum *(General)*

- Tahun cuti di bulan Januari hingga Desember bagi seluruh karyawan.

The leave year is January to December for all employees

- Hanya hari kerja yang diperhitungkan sebagai hari cuti.

When leave days are counted, only working days are taken into account.

- Cuti tahunan harus dimanfaatkan sebelum berakhirnya tahun cuti. Hak cuti harus dimanfaatkan dalam tahun berjalan. Hak cuti yang tidak dimanfaatkan tidak dapat digabungkan atau diuangkan.

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Annual leave must be availed of before the end of the leave year. The leave entitlement must be utilised in the current year. Unutilized leave will neither be carried over nor en-cashed.

- Setiap permohonan cuti harus disertai dengan permohonan tertulis menggunakan form yang sudah disediakan dan harus mendapat persetujuan dari atasan pemohon.

Every request for leave must be supported with a written application in the prescribed form and must have the approval of the applicant's superior.

- Permohonan cuti harus diserahkan minimum 3 hari kerja sebelum hari cuti yang direncanakan.

Application for leave should be submitted a minimum of 3 working days prior to the planned day of leave.

- Dalam hal cuti tahunan (kecuali alasannya sangat penting), persetujuan ini harus sudah didapat sebelum memanfaatkan cuti.

In the case of annual leave (unless the reason is exceptionally urgent), this approval must be obtained before the person avails himself/ herself of the leave.

- Form permohonan cuti yang ditentukan tersedia di Bagian SDM.

The prescribed leave application forms are available at the HR Department.

5.3 Tanggung Jawab *(Responsibility)*

Manajer SDM dan MAnajemen Senior dari PT. MAS ARYA bertanggungjawab untuk memastikan bahwa kebijakan ini ditaati dan dilaksanakan secara efektif.

The Human Resource Manager and the Senior Management of PT. MAS ARYA has the responsibility to ensure that this policy is adhered to and effectively carried out.

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