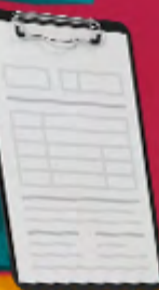


Check with your  
**Towkay**



**CONFIRM**  
**THAT YOU HAVE**



**7 DAYS**

**OF ANNUAL**

**LEAVE**



Your life outside work matters. Which is why, you have leave entitlements to support them. Know exactly what they are right here.

You are entitled to **7 days of annual leave** in your first year of service.

Plus, you get **1 more day** per year for each additional year worked.

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**Towkay**

**CONFIRM  
THAT YOUR  
SALARY  
WILL BE PAID  
WITHIN  
7  
DAYS**

The salary needed to support your livelihood shouldn't come with any delays. That's why, all salaries must be paid within specific times.

Your salary must be paid within **7 calendar days** after the end of the salary period.

If you worked overtime, that work must be paid within **14 calendar days** after the end of the salary period.

Also, you are entitled to paid public holidays. However, if you work on a public holiday, you will get an **extra day's salary, or day off in lieu.**

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# CONFIRM THAT YOU HAVE 14 DAYS OF OUTPATIENT AND HOSPITALISATION LEAVE.



Time to recover from any illness or accident shouldn't need any request. Based on the length of your employment, you are entitled to specific outpatient and hospitalisation leave.

You are entitled to **5 to 11 days of paid outpatient sick leave** after working for 3 to 6 months, and 14 days after working 6 months. ✓

You are entitled to **15 to 45 days of paid hospitalisation leave** after working for 3 to 6 months, and 60 days after working for 6 months. ✓

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