List of Labor’s Rest Day and Leave Requirements Update: 5/Jan/2021

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| Statutory leave | Description | |
| Regular leave | very Sunday |
| Rest day | Every Saturday (applicable to the business with agreed two-days weekly rest) |
| National days | New Year's Day 1/1, Lunar New Year’s Eve to the third day, a total of four days, Peace Memorial Day 2/28, Children’s Day 4/4, Qingming Festival 4/5, Labor Day 5/1, Dragon Boat Festival (Lunar Calendar 5/5), Mid-Autumn Festival (Lunar Calendar 8/ 15). National Day 10/10. There are 12 days in the whole year. |
| Compensatory leave | Compensatory leave should be given when national day is regular leave or rest day |

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| Categories of leave | Reason for leave | Days | Salary payment | Deduct the full attendance bonus | Notes |
| Normal leave | Matters which a worker must personally deal with | As needed | No salary | Yes | * 14 days in one year |
| Ordinary sickness leave | Non-hospitalized | 30 days in one year | 50% for not exceed 30 days in one year; no salary for more than 30 days | Yes | * Submit relevant documentary evidence * Employer is not allowed to surrender the insurance arbitrarily during ordinary sickness leave * In the event of the ordinary sick leave exceeding the time limit listed on the left, and the worker has not recovered after obtaining normal leave or special leave, he shall be entitled to work suspension without pay for a maximum period of one year. * The total of hospitalized and non-hospitalized sickness leave shall not exceed one year |
| Hospitalized | Not exceeding one year in two years |
| Occupational sickness leave | The period of medical treatment or recuperation due to disability, injury, or sickness on account of occupational accident | As needed | Pay | No | * Submit relevant documentary evidence |
| Menstrual leave | Female employee having difficulties in performing her work during menstruation period | One day each month | 50% | No | * One day menstrual leave each month, said leaves shall be counted toward days off for sickness leave |
| Public leave | Given according to legal regulations | As needed | Pay | No | * Including various military service calls, including actual round-trip travel time * Participating in job-related skills certification should be given public leave |
| Wedding leave | The worker him/herself gets married | 8 days | Pay | No | * Submit relevant documentary evidence, ask for leave at one time as principle |
| Funeral leave | Death of parent, foster-parent, step-parent, spouse | 8 days | Pay | No | * Submit relevant documentary evidence (such as obituaries, death certificates, etc.) * According to the custom, the worker can apply for leave within 100 days in installments * Same for the grandparents from matrilineal or paternal line |
| Death of grand-parent, son or daughter, parent of spouse, foster-parent or step-parent of spouse | 6 days |
| Death of great-grandparent, brother or sister, grand-parent of spouse | 3 days |
| Pregnancy checkups leave | Employee who need a check-up during pregnancy | 5 days | Pay | No | * Submit relevant documentary evidence |
| Recuperation | Diagnosed by a physician as needing to recuperate | As needed | Counted toward days off for sickness leave | No | * Submit relevant documentary evidence |
| Maternity leave | Before and after childbirth of a female employee | 8 weeks | According to seniority | No | * For those who have been employed for more than 6 months, the salary will be paid during the period of suspension; for those who have been employed for less than 6 months, the salary will be reduced by half * The maternity leave should be calculated continuously according to the calendar |
| Miscarriage after being pregnant for more than three months | 4 weeks |
| Miscarriage after being pregnant for over two months and less than three months | 1 week | Not stipulated | No |
| Miscarriage after being pregnant for less than two months | 5 days |
| Paternity leaves | Spouse giving birth | 5 days | Pay | No | * On the day of childbirth and before and after, within 15 days in total, choose 5 of them to ask for leave |
| family care leaves | Taking personal care for family members who need inoculation, who suffer serious illness or who must handle other major events | 7 days each year | No pay | No | * Days of leave shall be counted toward days off for normal leave * Not applicable if the spouse of employee is not engaged in any gainful employment |
| Special leave | Seniority more than six months but less than one year | 3 days | Pay | Yes | * Holidays are scheduled by agreement between employers and employees * If the Special leave is not fully used before end of year or termination of employment is attributable to the employer, the salary shall be paid instead. |
| Seniority more than 1 year but less than 2 year | 7 days |
| Seniority more than 2 years but less than 3 years | 10 days |
| Seniority more than 3 years but less than 5 years | 14 days |
| Seniority more than 5 years but less than 10 years | 15 days |
| One additional day for each year of service over ten years up to a maximum of thirty days | |
| Typhoon leave | Typhoons, floods, earthquakes, etc., that makes the chief executive announce the suspension of work and lecture in accordance with the "Natural Disaster Suspension of Work and Lecture Operations" | | No pay but payable | No | * Both parties will be released from his/her/its obligation to perform if the performance becomes impossible by reason of a circumstance to which both parties may not be imputed. |