



INTER-OFFICE MEMO

Oct. 12, 2023 | 3:53 PM

To: All AIBI Employees
Subject: **UNDERTIME**

Dear Team,

An employee can go on "undertime" in case of an emergency (family/sudden sickness) which needs to be stated in the written request for undertime. In which case, this kind of situation can be advised on the same day being an emergency. Other circumstances that undertime can be allowed subject to written advice one day prior are as follows:

1. Medical treatment
2. Doctor's appointment
3. Special family occasion
4. School activity of children

Any employee, regardless the number of minutes / hours, with 4 times a month for at least two consecutive months of undertime during the year shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Company, as the case may be. This may lead to termination if the practice becomes habitual resulting to unsatisfactory rating due to poor performance & inefficiency.

RAMON R. ILUSTRE JR.
President