

# **CABGOC – Cabinda Gulf Oil Company Limited**

## **Human Resources**

### **Administrative Guidelines – Vacation & Holidays Policy**

#### **Scope**

This guideline applies to all Angolan Payroll employees and governs the administrative process of Vacation and Holidays.

#### **Responsibilities**

Employees have the responsibility to plan their vacations every year and have a mutual agreement with their supervisor. The supervisor must advise the Human Resources department if the employee fails to return on time from their vacation.

### **VACATIONS**

Vacations are applicable for Angolan employees on the 5/2 Schedule regardless of their point of origin or work location.

1. Vacations shall be scheduled by mutual consent between employee and their supervisor. The employee and their supervisor must agree on the appropriate timing for the employee's vacation taking into consideration the department's workload and other employees' in the same department vacation requests (A department's vacation schedule is finalized by the supervisor). If no agreement is reached, the supervisor shall determine the employees' vacation.
2. At least 30 days prior to the first day of vacation employees should fill out the Vacation Request form and submit it to their supervisor or manager for approval. The supervisor or manager forwards a copy of the approved form to the person responsible for entry of exception time into JDE in that Department. The supervisor or manager forwards the original approved form to Human Resources.
3. If the employee becomes ill during their vacation, they may suspend the vacation for a period of up to five (5) working days, provided that the manager or the supervisor and Human Resources are immediately informed of the fact, and the employee proves with supporting documents.
4. The supervisor must advise the Human Resources department if the employee fails to return on time from their vacation.

### **PUBLIC HOLIDAYS**

#### **General**

In Angola, public holidays are legally bound by Law, on these public holidays, CABGOC employees on 5/2 schedule are entitled to days off with pay.

#### **National Holidays:**

Date	Holiday
January 1	New Year's Day
February 4	Beginning of the Liberation Struggle
February/March	*Carnival Day
March 8	International Women's Day
March 23	Recognition of Southern Africa Liberation Day
March/April	*Good Friday
April 4	Peace and Reconciliation Day
May 1	International Labor Day
September 17	Founder of the Nation and National Hero's Day
November 2	All Soul's Day
November 11	National Independence Day
December 25	Christmas and Family Day

\*Dates are driven by calendar, communication will be sent once specific dates are known.

#### Local Holidays:

25 January	Luanda Town Festivities
5 April	Soyo Town Festivities
28 May	Cabinda Town Festivities

When a Public Holiday falls on a Tuesday or Thursday, Company is to additionally suspend its work activities on Monday (if the public holiday fell on a Tuesday) and on Friday (if the holiday fell on a Thursday). Employees are required to work 1.5 additional hours daily the week prior to this holiday.

**If an employee must work on a public holiday for business reason, the employee shall be compensated with overtime and a day off to be taken in the within 3 days after the public holiday.**

The bridge is not considered a vacation day. The requirement of the bridge is provided if employee worked the 1.5 hours the week prior to the bridge.

#### References

- [Policy 126 – Vacation and Holidays](#)
- [Policy 200 - Leave of Absence](#)
- [Leave of Absence Guidelines](#)
- [Policy 36 - Work Schedules and Hours of Work](#)
- [Vacation Request form](#)