



A3.1 Core Benefits

Pension

The Public Pension System is governed by law and requires all employers of employees between the ages of 16 and 67 to contribute. The Public Pension System is financed by Social Security contributions paid each month by both employees (6.35%) and Intralox (29.9% + a percentage to cover labor accidents and illness).

Medical Benefits

Statutory Health Insurance

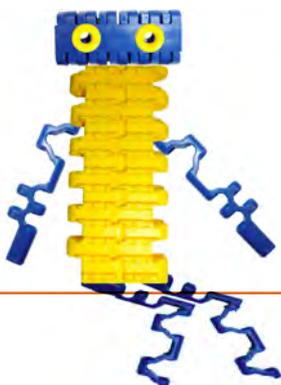
The Spanish National Health Care covers medical protection, as well as financial compensation (temporary disability subsidy) in case of sickness due to work-related accidents, occupational disease, non-work related accidents, and non-occupational disease. It is financed by Social Security contributions paid each month by both employees (6.35%) and Intralox (29.9% + a percentage to cover labor accidents and illness).

Accident Insurance

Accident insurance provides financial compensation in the case of incapacity resulting from work-related accidents or occupational disease. It is financed by Social Security contributions paid each month by both employees (6.35%) and Intralox (29.9% + a percentage to cover labor accidents and illness).

Group Life Insurance

Please see the EMEA Benefits page for details here: www.laitrambenefits.com/emea-benefits.



Meet Modbot, your appendix guide

A3.3 Planned Time Off

Holiday Year

August 1– July 31

A3.3.1 Public Holidays

At the beginning of each calendar year, Intralox will publish a list of that year's public holiday observances. Although holidays may vary from year to year, the typical observances are:

- New Year's Day
- Epiphany
- Good Friday
- Labor Day
- Assumption
- National Day
- All Saints Day
- Constitution Day
- Immaculate Conception Day
- Christmas Day.

A3.3.2 Holidays

Every Intralox Spain employee is entitled to 25 vacation days per year (22 statutory vacation days + 3 above statutory days). Holiday hours are accrued during the calendar year from August 1 – July 31 and are calculated pro-rata for part-time employees, based upon the hours stated in their employment contract.

A maximum of 10 vacation days may be carried over to the following year, unless another amount is cited in the employee's labor contract. Any remaining vacation days not taken in the relevant holiday year, expire by 1st November.



A3.3.4 Exceptional Leave Entitlement

Maternity Leave

Congratulations on the pending arrival of your little one!

All mothers are entitled to 16 weeks of maternity leave, beginning from the child's birth. This leave is extended by 2 weeks in the case of multiple births, if you already have 2 or more children, or if the baby is born with a disability.

During your maternity leave, Intralox will stop your salary payment, and the Social Security Office will cover 100% of your pay. Note that your compensation during maternity leave is capped at the amount set by Social Security, even if your salary exceeds that monthly limit.

Illness during pregnancy is processed as a regular illness, and you will need to provide HR with a 'Baja' document (see 'Sickness' below). If you are still on sick leave when you give birth, it is important to provide Intralox with an 'Alta' document so that we may register you as on maternity leave in Social Security.

You will continue to accrue vacation days during maternity leave.

Paternity Leave

As of January 2021, parents who did not bear the child are entitled to take up to 16 calendar weeks' paternity leave. The first 6 weeks are compulsory, must be taken consecutively and may not be changed, while the remainder may be taken, if required, at any time until the baby is 1 year old.

During your paternity leave, Intralox will stop your salary payment, and the Social Security Office will cover 100% of your pay. The daily benefit entitlement for paternity leave payable through the Social Security system is equal to 100% of the insured's daily average earnings in the last calendar month before the paternity leave period – up to a maximum payable amount.

To claim paternity benefit, you must have contributed to the Social Security system for at least 180 days over the past 7 years or for 360 days over your working life. Entitlement is conditional on an individual having made a minimum number of contributions to the Social Security system.

You will continue to accrue vacation days during Paternity Leave.

Parental Leave

Following maternity and paternity leave, each parent may opt to take unpaid parental leave for a period of up to 3 years. Either parent may also, subject to 15 days' notice, reduce their working time by between 12.5% and 50% to care for their child. This facility ends when the child reaches the age of 12, unless the child is afflicted with a physical, mental or sensory disability.

A parental leave request must be submitted to your Manager/Supervisor, and you should inform HR as soon as both parties reach an agreement. Your Manager/Supervisor should then submit a payroll change form to HR.

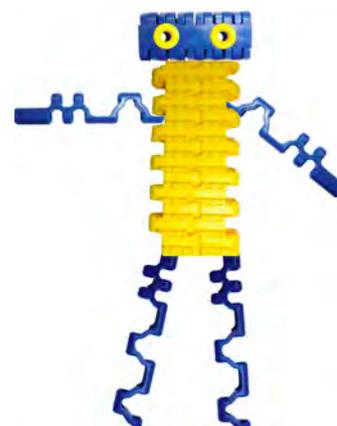
Benefits After Resignation

When leaving Intralox due to resignation or the end of your contract, you are entitled to your salary up to the last day of the notice period. All benefits received as part of your employment with Intralox terminate the first day after your employment ends.

If you received a permanent travel advance during your employment, that amount will be deducted from your last salary payment.

Any untaken accrued vacation days will be paid out in the first payroll after the month of your formal end date.

If there is a commission entitlement, this will be paid as soon as the amount is formally communicated to payroll.





A4.1 At Work

A4.1.2 Sickness

Notifications requirements

Employees may self-certify sickness for up to 3 days by registering in Kronos. This sick leave is paid 100% by Intralox. Beginning on the fourth day, sick leave is paid by the Social Security Office. To receive this pay, you must obtain a sick note ('Parte Medico de Baja/Alta de Incapacidad Temporal') and get it signed by your doctor for the time you have been away from work. Send this note to **HR.EU@intralox.com** and **Payroll.Spain@intralox.com** within 3 days from issuance.

When you return to work, obtain a fit-to-work note ('Parte Medico de Baja/Alta de Incapacidad Temporal'), and get it signed by the doctor to confirm that you are fit to work again. Send this note to **HR.EU@intralox.com** and **Payroll.Spain@intralox.com** within 1 day from issuance.

Payroll sends all notes and confirmations of fit-to-work notes directly to the payroll processor for filing at the National Institute of Social Security through the online system Remisión Electrónica de Datos (RED). This must be done by Intralox within 3 days of receipt. If delivery is delayed because you did not submit notes and confirmations on time, you will be liable for the sick leave and your salary may be reduced.

For sick leave with an estimated duration of less than 5 days, the doctor or the mutual insurance company will provide a sick note and certificate of fitness at the same time.

For sick leave estimated to last between 5 and 30 days, the doctor or mutual insurance company will issue a sick leave certificate. You must come back for a check-up 7 days later, where the doctor will either confirm the sick leave or will state that you are fit to return to work. Consequent approvals of sick leave must be issued within 14 days of the previous confirmation.

In cases where it is estimated that the sick leave will last between 31 and 60 days, either the public health service doctor or the mutual insurance company will issue the sick leave certificate, stating the date of the check-up, which must take place within the following 7 days. During the check-up, the doctor must issue either the certificate of fitness to work or confirm that the sick leave should continue. Subsequent confirmations of sick leave must be issued within periods of 28 days.

For absences due to sickness exceeding 61 calendar days, there must be an evaluation within 14 days from the date in which the sick leave commenced. If sickness is confirmed, a second evaluation will take place within the following 35 calendar days.

Absence Interview

In the event of frequent (3 times in 6 months) or long-term (more than 2 consecutive weeks) sickness absence, a personal interview between the employee and their Manager/Supervisor will take place on the first day of employee's recovery.

The purpose of this interview is to:

- understand to what extent – if any – the cause of the sickness absence is work-related,
- understand other possible causes that might play a role in the sickness absence, and
- prevent frequent and/or long-term absence in the future.

Sickness and Holidays

Should you become ill during your holiday, report this to your Manager/Supervisor, also indicating how you may be reached and follow the notification requirements. You can change the holiday to sick leave in Kronos as soon as possible, using the pay code "Sick Personal".

When you return, please follow the notification requirements and provide the fit-to-work note. If an employee is sick before an intended holiday and the doctor deems the employee fit to travel, the employee should take the holiday using vacation days rather than sick days.

During sick leave, the employee will continue to accrue vacation.

Sick Pay

You become eligible to receive statutory sick pay if you are in employment and have worked for at least 180 days during the last 5 years. Sick pay in Spain is calculated using a formula that determines a regulatory base salary (base reguladora or BR). This base salary figure is derived by dividing the number of social security contribution days into an employee's average salary for the month prior to the commencement of sickness absence.

If you are unable to work due to a work-related illness or injury you are entitled to receive 75% of your daily BR from Intralox from the first day of absence up to the 180th day of absence. During non-work-related sickness absence, you are entitled to 60% of your daily BR from the 4th to the 20th day you are off work. The payment then rises to 75% of BR from the 21st day until you return to work, or until your employment is terminated through 'absolute incapacity'.

Any payment of the difference between the social security sick pay and an employee's normal remuneration is at the employer's discretion unless required by collective agreement.

