

## China

### Fixed Term Contracts

Fixed-term contracts are permitted in China. They must be for a minimum of two years and can be renewed once.

### Probationary Periods

Probationary periods are permitted in China, but generally must not exceed three months. During the probationary period, Workers must provide three days' written notice to resign. Employers may terminate if the Worker is unfit for the position. Workers receive all benefits during the probationary period and their wage must not be less than 80% of their post probation wage.

### Holidays

Workers in China recognize 7 paid public holidays. Workers are entitled to a premium of 300% if they are required to work on a public holiday.

### Vacation

Workers are entitled to paid vacation based on their cumulative working time, which includes any full-time employment for government institutions, social organizations, companies, public institutions, private non-company organizations, individual industrial and commercial households, army service, and other working periods stipulated by the relevant laws and regulations. Workers with 1 to 10 years of cumulative working time are entitled to five days of paid vacation annually. That provision increases to ten days for Workers with between 10 and 20 years of cumulative working time and then to 15 days for those with 20 or more years of cumulative working time. Accrued but unpaid vacation is payable at the end of an engagement.

### Sick Leave

Workers are entitled to paid sick leave and will be paid a portion of their salary depending on their cumulative working time and length of absence. A medical certificate is may be required after the second day of absence.

### Working Hours

A standard workweek is 40 hours (8 hours per day). Workers are guaranteed at least one day of rest each week and may not work more than 44 hours weekly. Regular working hours are 9:00 a.m. - 6:00 p.m.

### Overtime

There are no exceptions from overtime. All Workers are entitled to an overtime premium of 150% for exceeding 40 hours. If a Worker is scheduled on their traditional rest day, the overtime premium is payable at 200%. Work performed on an official public holiday is compensable at a 300% overtime premium.

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### Termination

Termination generally requires 30 days' notice and severance equal to one month's average salary for each year of service (capped at 12 years).

### Resignation

After the probationary period, Workers may resign by providing one month's written notice.