长安汽车带薪育儿假执行标准

Implementation Standards for Paid Parental Leave at Changan Automobile

一、适用范围

I. Scope

为支持员工履行子女养育责任，长安汽车面向各经营地区全体从业人员（包括全体正式员工和符合条件的外包员工），依法保障符合法律要求的带薪育儿假。

To support employees in fulfilling their childcare responsibilities, Changan Automobile provides paid parental leave in accordance with the law to all employees across its operating locations (including all permanent employees and eligible contractors).

二、带薪育儿假标准

II. Paid Parental Leave Entitlements

公司结合员工工作所在地区法律法规、地方政策和公司管理制度，实施差异化的带薪育儿假标准。如工作所在地区法律法规或政策发生调整，公司将按最新规定及时调整执行标准。

The Company applies location-specific paid parental leave entitlements based on the laws and regulations, local policies and Company rules applicable at each employee's work location. If the applicable laws, regulations or policies are amended, the Company will promptly update these implementation standards in line with the latest requirements.

带薪育儿假同时适用于符合条件的男性和女性员工，夫妻双方可分别按照相应地区标准享受带薪育儿假。育儿假期间，员工视为出勤，享受在岗职工同等待遇，工资、奖金、福利待遇不变。

Paid parental leave is available to eligible male and female employees. Both partners may each take paid parental leave in accordance with the applicable standards at their respective work locations. During parental leave, employees shall be treated as being in service and remain entitled to the same remuneration and benefits as employees at work. Their salary, bonuses and other employee benefits shall not be reduced or otherwise affected during the leave period.

主要地区带薪育儿假标准
Paid Parental Leave Entitlements in Major Locations

地区 **Location**	**标准** **Entitlement**
重庆地区 Chongqing	员工有 1 个未满 6 周岁子女的，每年享受 5 个工作日带薪育儿假；有 2 个未满 6 周岁子女的，每年享受 8 个工作日带薪育儿假；有 3 个及以上未满 6 周岁子女的，每年享受 10 个工作日带薪育儿假。 An eligible employee with one child under the age of six is entitled to five days of paid parental leave per year. An eligible employee with two children under the age of six is entitled to eight days per year. An eligible employee with three or more children under the age of six is entitled to ten days per year.
北京地区 Beijing	员工子女未满 3 周岁的，每名符合条件的员工每年享受 5 个工作日带薪育儿假；有多个未满 3 周岁子女的，育儿假天数按照子女人数累计计算。 An eligible employee with a child under the age of three is entitled to five days of paid parental leave per year. If an employee has more than one child under the age of three, the entitlement is five days per year for each child.

河北地区 Hebei	员工子女未满 3 周岁的，每名符合条件的员工每年享受 10 个工作日带薪育儿假。 An eligible employee with a child under the age of three is entitled to ten days of paid parental leave per year.
合肥地区 Hefei	员工子女未满 6 周岁的，每名符合条件的员工每年享受 10 个工作日带薪育儿假。 An eligible employee with a child under the age of six is entitled to ten days of paid parental leave per year.
南京地区 Nanjing	员工子女未满 3 周岁的，每名符合条件的员工每年享受 10 个工作日带薪育儿假。 An eligible employee with a child under the age of three is entitled to ten days of paid parental leave per year.
上海地区 Shanghai	员工子女未满 3 周岁的，每名符合条件的员工每年享受 5 个工作日带薪育儿假。 An eligible employee with a child under the age of three is entitled to five days of paid parental leave per year.
其他地区（含海外） Other Locations (including outside China)	按照所在国家/地区适用的法律法规、地方政策及公司相关制度执行。 Paid parental leave is provided in accordance with the applicable laws and regulations, local policies and relevant Company rules at the employee's work location.

三、申请流程

III. Application Process

符合条件的员工可按照公司相关管理流程要求，提供必要的证明材料申请带薪育儿假。

Eligible employees may apply for paid parental leave by submitting the required supporting documents in accordance with the Company's applicable procedures.