



LEAVE POLICY

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QORDATA

Dilkusha Forum, Main Tariq Road-Karachi, Pakistan

Leave Policy

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Leave Policy

Introduction:

qordata recognizes that employees need to take time off as per leave entitlement, to rest, relax and to enjoy a vacation or to attend to personal matters. The leave Policy has been established to enable the team members to enjoy this benefit.

Policy

- This Policy clearly defines the leave structure so that team members know their entitlement and use the available leave benefit when they need to take time off.
- Encourage team members to avail their entitled leaves.

Purpose

To provide a guideline to team members for availing their Casual, Sick, Annual, Maternity, Paternity, Bereavement, Pilgrimage (Hajj) and Compensatory leaves.

Leaves Entitlement:

All permanent full-time team members in Pakistan will be entitled for the following kind of leaves effective for Calendar year (January 1st to December 31st)

Annual	14 Working Days
Sick	08 Working Days
Casual	10 Working Days
Maternity	90 Calendar Days
Paternal	5 Calendar Days
Bereavement Leaves	3 Calendar Days
Pilgrimage (Hajj)	20 Working Days

Calendar Days: Calendar days means every day on the calendar, including weekends and public holidays.

Working Days: A business day in which normal business operations are conducted.

Types of Leave

- **Annual Leave:**

All confirmed employees are entitled to Fourteen (14) working days as Annual leaves which refers to the paid time off provided to the employees as part of employee benefit with full pay for each calendar year. In case, a full year is not completed the permanent staff may avail the vacation leaves on pro-rated basis.

“Annual leaves cannot be subjoined with sick and casual leaves”.

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- **Casual Leaves:**

All confirmed employees are entitled to Ten (10) working days as Casual leaves which refers to urgent or unforeseen situation where employee need to take the leave for personal reasons in emergency. "Casual leaves cannot be subjoined with sick, annual and pilgrimage (Hajj) leaves".

- **Sick Leave:**

All confirmed employees are entitled to Eight (8) working days as Sick leaves.

Sick leaves are paid time off from work that employee can use to stay home to address their health needs without losing pay. "Sick leaves can be subjoined with annual, casual, maternity and compensatory leaves by providing medical certificates".

- **Maternity Leaves:**

All female members are entitled to Ninety (90) calendar days as Maternity leave with full pay.

Maternity leave shall only be granted after 28 weeks of pregnancy, provided Doctor's letter of confirmation is submitted.

This leave cannot be en-cashed or carried forward. To avail this leave, employee must apply 30 days before the leave date.

- **Paternal Leaves**

All confirmed - married employees are entitled to Five (05) calendar days as Paternal leave once in a year. This leave cannot be en-cashed or carried forward to the next year

- **Bereavement Leaves:**

All confirmed and probationary employees are entitled to Three (3) calendar days as Bereavement Leaves.

Bereavement leaves can be taken by an employee due to the death of an individual, usually a close relative. The leave is taken by an employee to grieve the loss of a close family member "Father, Mother, Siblings, Spouse and children's".

- **Pilgrimage Leave (Hajj):**

All confirmed employees are entitled for Twenty (20) working days as leave for Hajj. These Leaves can only be availed once in a service life.

- **Compensatory Leaves:**

Compensatory leave is paid time off for an eligible employee having worked/Traveled/Training as per TNA taken on additional days which refers to following scenarios.

Leave Policy

1. Travels:

- 1 leave against travel on weekend, when flight duration exceeds more than 24 hours

2. Trainings:

- 1 Compensatory leave against approved trainings by HOD's held on weekends.

3. Working on schedule day off:

- 1 leave against working weekend, Subject to approval RM/HOD.

Important Note:

No compensation of working or taking training or travel on Saturday (Maximum 4 Saturdays)

Employees are required to remain available for work/training/travel for 4 Saturdays in a year as per the requirement, if someone refuses to work on these Saturday despite of work requirement, one leave will be deducted from his/her Annual leave balance.

4. Gazette holiday

- If an employee works on gazette holiday, it should be pre-approved by RM/Customer.
- For working on gazette holiday company have to compensate him/her as per the formula = Monthly salary/30*2

Gazetted Holidays:

qordata will observe all gazetted holidays announced by the Government of Pakistan. A list is mentioned below for your reference:

Fixed Public Holidays

Kashmir Day -5th February

Pakistan Day - 23rd March

Labour Day - 1st May

Independence Day - 14th August

Quaid-e-Azam Day - 25th December

Moveable Public Holidays (Islamic)

Ashura * 9th & 10th Moharrum

Eid Milad-un-Nabi * 12th Rabi Awwal

Eid-ul-Fitr *

Eid- ul- Azha *

* Exact dates of these public holidays are subject to moon sighting.

Leave Policy

Availing Leave During Probation Period:

Employees are not entitled to any day off during their probationary period (except from **Bereavement** and **Compensatory Leaves**). In case an employee avails a day off;

- Probation period will be extended by the number of days taken off.
- On confirmation of employee, leaves taken during the probationary period will be deducted from the employee leaves balance.

Availing Leave During Internship Period:

Interns are not entitled to any day off during their internship period. In case an intern avails day off, internship period will be extended or can be adjusted in Final settlement by the number of days taken off.

Leaves carry forward/Roll Over from Annual leaves:

- Only 5 un availed leaves from Annual leave balance will be carried forward to the next year. Total accumulation of leaves with carry forward will remain active till March 31st for the following year.
- Over availed leaves will be adjusted/deducted against the leave balance of the next year. Also, an employee can request to adjust his/her negative leave balance from the payroll.

Leave Encashment against Annual Leaves:

- After availing roll over option, up to five (05) unutilized leave will be encashed at the year end. All the remaining un-utilized leave will be lapsed.
 - Formula for calculation of leave Encashment: $\text{Salary}/30 \times \text{up to 5 leaves}$
- **Exit/Resignation:** In case of exit from the company, up to (5) un-availed leave will be en-cashed and paid with the final settlement.
 - Formula for calculation of leave Encashment: $\text{Salary}/30 \times \text{up to 5 leaves}$
 - Formula for calculation of leave Deduction: $\text{Salary}/30 \times \text{number of over availed leaves}$

Work Schedule	
Working Days	Working Hours Per Day
Monday to Friday	9 Hours Including Lunch and Namaz Break
(Required to work on 4 Saturdays in a year as per the requirement)	9 Hours Including Lunch and Namaz Break

Unmarked Attendance and Leaves:

- Un marked attendance and leaves on FLOW HCM get automatically deducted from the leave balance on fortnightly basis (15th and 30th of every month).

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Procedure to apply for Annual Leaves:

- The employee should inform and seek approval from Resource Manager and Project Manager (2) months in advance in case of vacation more than one week
- In case of vacation of less than one week, employee should inform and seek approval from Resource Manager and Project Manager (2) weeks in advance. It is the joint responsibility of the Resource Manager and the employee to ensure that the vacation days are scheduled and taken at a mutually agreeable time. The Resource Manager shall use his/her discretion after taking Project Manager's views in scheduling vacations, based on manpower and workload considerations.
- This is Mandatory to all employees to manage and mark their leaves on FLOW HCM fortnightly.