



# COMPENSATORY LEAVE POLICY



# Compensatory Leave Policy

## 1. Purpose:

Codeable strongly believes that its employees are an asset for the Organization's overall success. Only a healthy employee is a productive employee. Therefore, we advocate that a healthy work-life balance is an absolute essential for the overall well-being of our people.

## 2. Definition:

Compensatory Leave is a leave that is granted to an Employee as a compensation for Off Day(s) Work.

## 3. Scope:

This policy is applicable on all Permanent Management Employees of Codeable.

## 4. Entitlement:

- Compensatory Leave shall be granted to employees in the form of Annual Leaves and/or Holiday Allowance.
- An employee shall get PKR 5000 as a "Holiday Allowance" for every full day of work on a public holiday.

## 5. General Guidelines:

- If an employee is required to travel, for official purposes, on weekend or notified public holiday in his/her base location, he/she may be entitled to a Compensatory Leave/Holiday Allowance only with the approval of his/her line manager.
- If an employee is required to travel, for official purposes, on weekend or notified public holiday in his/her base location, he/she may be entitled to a Compensatory Leave/Holiday Allowance only with the approval of his/her line manager.

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- Minimum unit for claimed off day work time is 04 hours. Two minimum units of claimed off day work may be added to make one full off day work to be eligible for compensatory leave.
- Claimed off day work time shall be admissible only when attendance of the employee has been approved by employee's Line Manager & Functional Head.
- The employee shall proceed on Compensatory Leave/Holiday Allowance after obtaining prior agreement of Line Manager & Functional Head.
- Compensatory Leaves may be accumulated up to maximum of 10 days in a fiscal year, therefore Compensatory Leaves in excess of 10 days shall be lapsed automatically. Similarly, if a Compensatory Leave is not availed within 1 fiscal year, it will be lapsed automatically.
- **Employees Working on Different Schedules than Pakistan:**
  - Quarterly Reconciliation: Public holidays in Pakistan will be reconciled with the public holidays in calendars/regions on which employees are working at the end of every quarter.
  - Compensation for Lesser Leaves: If the number of public holidays observed in that calendar/region is fewer than those observed in Pakistan during the quarter, employees working in that region and/or allocated on those projects will be compensated for the difference. The compensation will be in the form of additional leave days.
  - Excess Leaves: If the number of public holidays observed in that calendar/region exceeds those observed in Pakistan during the quarter, the difference in leaves will be deducted from the annual leaves in the same quarter.
  - Final Adjustment: Any outstanding balance of leaves from previous quarters will be adjusted in the final reconciliation at the end of the year and/or when the employee is deallocated from the project.
  - Project managers will share the data with the HR Ops team for leaves adjustment for project resources.
  - The adjustment of leaves based on the difference in public holidays in Pakistan and any other region will be effective 1st July 2024.

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## 6. Approval Process:

- Request for Compensatory Leave/Holiday Allowance shall be forwarded to HR by relevant Project Managers on [offhourswork@codeable.com](mailto:offhourswork@codeable.com) along with an approved timesheet for the work on off day.
- Once HR gets an approval (if required) from Functional Head and/or Project Manager, Compensatory Leave shall be credited to the employees' leaves balance.
  - In case of working on Public Holiday, "Holiday Allowance" shall be paid with the coming payroll.

## 7. Policy Administration:

The policy is effective from 1st August 2021 & shall be reviewed as it may deem necessary.

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