



DQ POLICIES

DQ Leave Policy



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Leave Policy Purpose

Our goal is to provide a clear overview of available leave types, fostering understanding of entitlements and requirements. Through transparent and accessible policies, we support a balanced approach to time off, promoting well-being and organizational harmony. Proper leave management is essential, as inadequate practices can lead to operational disruptions. By understanding and following the leave process, associates help ensure productivity and smooth operations.

Leave Policy Summary

At DigitalQatalyst, we recognize the importance of work-life balance and are dedicated to supporting our associates through a variety of leave options tailored to different life situations. Whether it's for personal, family, or health reasons, our comprehensive Leave Policy outlines the eligibility, entitlements, and specific procedures for each type of leave. All associates are encouraged to review this policy to fully understand their benefits and how to access them, ensuring a well-rounded and supportive workplace experience.

Leave Policy Eligibility

DigitalQatalyst offers both paid and unpaid leave options, tailored to support associates across personal, family, and health-related needs. Employees are eligible for paid leave in line with company policy, allowing them to take time off while maintaining their regular compensation. Contractors, both full-time and part-time, have access to the same leave types; however, they are unpaid and do not include continued compensation during time off. Each associate—whether an employee or a contractor—can refer to the Leave Policy to understand their specific leave entitlements and procedures based on their employment status. All associates are eligible for leaves post their probation period only.

Types of Leave in DQ

The following leave types are designed to support our associates during various personal, family, and health-related needs. While these leave types are paid for employees, contractors have access to the same leave options but on an unpaid basis:

→ **Annual:** All associates are entitled to 30 calendar days of leave per year, and these days cannot be carried over to the next year. Leave eligibility begins after the associate's probation period.

→ **Sick:** Sick leave is available for health-related absences. If an associate requires more than 1 day of sick leave, a medical certificate from a doctor is necessary. Leave eligibility begins after the associate's probation period.

→ **Emergency:** Emergency leave is provided to associates in situations of unexpected and urgent personal matters that require immediate attention. This leave should be reserved strictly for unforeseen situations that genuinely require urgent intervention. Associates should ensure that emergency leave is only taken for unexpected circumstances and must confide to their line manager the reason for emergency.

→ **Maternity Leave:** Female associates are entitled to 45 days of maternity leave for childbirth and postpartum recovery. This can be taken both before and after childbirth, as needed. Leave eligibility begins after the associate's probation period.

→ **Compassionate:** Compassionate leave is granted to associates in the event of a family member's serious illness or loss. This ensures that associates have dedicated time to support loved ones during difficult times. Each associate is entitled to 3 to 5 days of compassionate leave per year, with eligibility beginning after the associate's probation period.



Leave Process in DQ

The leave process in DQ is designed to provide a smooth and transparent experience for all associates. This process outlines the steps required to request, approve, and manage different types of leave, ensuring clarity and consistency across the organization. This is the general process; however, specific steps may vary based on the type of leave:

- **Approval from Line Manager:** Capture approval from your line manager in a call or DM stating the reason for leave.
- **Submit an Approval Request:** Log in to the system and submit your leave request directly to your line manager.
- **Notify on the HR Channel:** Share a notification in the designated HR channel.
- **Obtain Approval:** Seek for approval from your manager before proceeding with arrangements.
- **Notify on the Leaves Channel:** Once approved, post an update in the Leaves channel for broader visibility.

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Frequently Accessed Policies & Procedures

 [Leave Management Guidelines](#)

 [Recruitment Procedure](#)

 [CRM Procedure](#)

 [Agile Working Guidelines](#)

 Agile Working Procedure

 Content Management Procedure

 DBP Operating Procedure

 Operating Model Policy