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ERA'S Leave Policy Amendment (Version-1)
w.e.f: 01st Jan, 2024

General Principles:

- All staff shall enjoy their admissible leave with approval of the respective authority
- The employee shall not claim leave as a matter of right but a facility provided to an employee. Therefore, depending on the organizational need, the respective authority may refuse to grant leave or cancel leave already granted or change the nature of leave or recall an employee before the expiry of his/her leave.
- All leave records shall be properly maintained
- It is ERA's policy to record and calculate the annual leave, casual leave & medical leave based on as per standard of **Bangladesh Labor Law** the calendar year (analyzing the govt. holidays)
- Leave cannot be requested or granted if the employee does not have such leave in his/her credit/due up to the end of the current year.
- Earned leave and casual leave shall not be taken together at a time without the approval of management except severe illness. Casual leave cannot be taken as combined in both ways of weekend or govt. holidays
- Unauthorized absence from attending office for a continuous period of ten working days shall generally result in termination of job/contract.

Definitions of Different Leave:**Casual Leave:**

Casual leave, also known as personal leave or discretionary leave, is a type of paid time off granted to employees for personal reasons or unforeseen circumstances that require their absence from work.

- All employees shall be entitled to casual leave with full pay for 10 (ten) days in a Year subject to prior approval
- This leave shall not be granted for more than 01 (one) day at a time except exceptional cases approved by management
- Casual Leave can't be conjunctive with weekend or govt. holidays. If taken then it needs to be applied from Annual Leave & also adjusted from Annual Leave
- Unused casual leave cannot be carried forward

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Medical Leave:

A Medical leave of absence is a type of leave afforded to employees of a company that face medical conditions that hamper their physical and/or mental health to the point that they are no longer in the capacity to perform key job responsibilities. Medical leave can be taken for sickness up to **three days** (03) at a time leave, for illness for more than three consecutive days shall be required medical/supportive documents.

Annual Leave:

Every confirmed employee after completion **one year of continuous service** in an establishment, shall able to claim annual leave. The annual leave will be calculated at the rate of one day of leave with wages for every 18 working days

- **Leave Fare Assistance:** 10 days (can be taken by 02 separate duration divided by 05 days at a time) with a payment as per ERA's Policy. LFA needs to be applied at least 15 days prior to availing the leave.
- **Earned Leave:** Can be taken as per necessity, emergency, discretionary by respective HoD & Management.
- Annual Leaves will not be considered for weekend/ holiday bridging.
- Can be carried forward, maximum of 05 days which needs to be availed in the next fiscal year within first 03 months. No encashment will be available. All previous earned leave balance will be lapsed from system.

Maternity Leave:

- A women employee on regular/project position shall be entitled to maternity leave for a period of total 180 calendar days (120 Day's will be paid leave) consecutively before and after child birth. Commencement of maternity leave shall depend on medical advice of the attending physician.
- During her service a female employee shall be entitled to maternity leave only twice. In case of any exception of above (More than two times) subject to concern of ERA's management.
- In case a new mother (employee) or baby is at risk after the end of maternity leave period she may request in writing for leave without pay along with a doctor's certificate indicating the special circumstances up to 02 months. In this case her promotion/increment will be evaluated by the management & supervisors based on her performance after returning from Maternity Leave.
- A pregnant employee must notify upon confirmation of her conception and apply at least 6 (six) weeks before the expected date from which she is interested to go on Maternity Leave.

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Service condition during maternity period

- Supervisor(s) shall ensure less travel of women employees during pregnancy depending on her physical condition
- A women employee shall not be dismissed or terminated during the period of pregnancy unless an offences constituting moral attitude or serious misconduct is proved as per disciplinary procedures.

Special Leave:

- **Paternity Leave:**

- A male employee of regular/permanent position for the reasons of full time care of the new born child or wife, shall be eligible for special leave of 05 days with pay
- Such special leave is applicable for maximum two delivery cases of his spouse
- It will be adjusted from special leave for male employees.

- **Bereavement Leave:** Bereavement leave is a paid time-off category that employees can use following the death of own family member or close one. Employees shall be eligible for special leave of 02 days with pay.

Allowed Leaves at a Glance

The following categories of leave may be admissible to regular staffs in the calendar year depending on employment status, confirmation and as specified in the concerned section.

NATURE OF LEAVE & DAYS ALLOWED	CONDITIONS
Casual Leave –10 days in calendar year with full payment	Entitled Upon Confirmation Encashment – Not Allowed Carry Forward-Not Allowed
Medical/Sick Leave-14 days in a calendar year.	If more than continuous 03 days medical & supportive documents are mandatory. Shall not be accumulated or carry forward for the succeeding year
Annual Leave – 20 Days. For successful completion of 12 months as confirmed. 01 day after every 18 days in a calendar year	LFA-Reserved for 10 days with pay as per company policy Earned leave Encashment – Not Allowed
LFA- 10 days (can be taken by 02 separate duration divided by 05 days at a time)	

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Earned Leave- 10 days	Carry forward- up to 05 days which need to be availed in the next fiscal year within first 03 months Earned Leave can be taken as per necessity, emergency situation, discretionary by respective HoD & Management.
Maternity Leave – 120 Days	Up to 120 Days paid leave. 60 days more leave can be spent as without pay after approval of Management
Special Leave : a)Paternity-05 days (max)	Will be adjusted from Special leave
b) Bereavement Leave-02 Days (Max)	As above

General Procedure of Applying for and Availing of Leave

- 1 An employee who desires leave shall apply to the competent authority through proper channel where applicable in the leave request form with his/her full address with contact while on leave.
- 2 For any planned leave an employee shall normally apply two week in advance. In case of sickness or emergency the approval shall be obtained afterward but Intimation is required
- 3 Application for extension of leave shall be submitted by the employee to the competent authority before the expiry of the granted leave
- 4 An employee who remains absent for any period in excess of sanctioned leave without approval or intimation shall be liable to disciplinary action
- 5 For calculation of leave, salary for deduction or payment purpose the standard Working days in a month will be considered 30 days for those staff.
- 6 All Leave Application need to be submitted and approved by 25th of Each Month (in case of holiday next working day) for the purpose of Salary Calculation.

Leave without pay (LWP)

1. Leave without pay may be granted to all employee including probationary staff, if an employee requests such leave and all category of his or her leave has been used
2. Such leave cannot be availed without prior permission of the supervisor
3. Extensive of such leave for medical reasons can be granted by the management on verification of the necessity & supportive documents

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2. Such leave cannot be availed without prior permission of the supervisor
3. Extensive of such leave for medical reasons can be granted by the management on verification of the necessity & supportive documents
4. Unauthorized absence from duty shall be treated as leave without pay for both confirmed and probationary employees, if it is found to be breach of trust then disciplinary action will be taken. Unauthorized leave or absence will be calculated if leave application or any outstation duty input can't not be found in the system within 03 working days after availing leave & while processing salary.

Amended by**Sayeda Israt Jahan**

Head of People & Culture

Date: 01/02/2024

Approved by**Muhammad Abdul Mabud**

Chief Executive Officer

Date: 01/02/2024