

## POLICY GUIDELINE ON LEAVE

### Purpose.

- The purpose of this document is to establish guidelines to grant leave to the employees and ensure adequate attendance to meet business and operational requirements.
- All employees are required to be regular and punctual every day at work.
- The employees are required to record their daily attendance on the HR APP and record their IN TIME and OUT TIME.
- This guideline is applicable to all Permanent, Fixed Term Contract, Freelance, Outsourced employees of LUMIZO (Pvt) Ltd (herein referred as Company)
- The Human Resources Department will maintain the leave and attendance records scrutinized of the preceding month appropriately.

### Responsibility

- Human Resources Department.
- Department Heads.
- Employees

### Working hours.

- The General Business Hours of the Company are from 9.00am to 6.00p.m Monday to Saturday with a break of one hour for lunch. Employees are expected to complete 40 working hours for a week.
- However, the Company reserves to itself the right to extend and or revise and or alter hours of work, the intervals for meals and/or rest and time for commencement and cessations of work and intervals, at its discretion.

### Leave

Authorized leave includes the following,

- Leave requested in advance
- Sick leave
- Time off for personal accidents while on work
- A death of a family member
- Jury duty
- Time off to vote
- Emergency situations due to natural calamities
- Hospitalization and other ill health conditions
- Leave for contagious deceases

- Leave during probation period
- Leave for weddings
- Leave for overseas travel
- Study leave
- Any other special personal requirements.

### Annual Leave

For each calendar year (01 January to 31 December) during which the employee has been in continuous employment, he /she is entitled to take in the following year, **fourteen (14) days** holidays on full pay. The leave must be taken on days mutually agreed upon by the Department Head and the employee.

At the end of the first year of employment, the employee qualifies for proportionate leave as follows to be taken in the following year:

Quarter	Entitlement
Q1 (01 January to 31 March)	14
Q2 (01 April to 30 June)	10
Q3 (01 July to 30 September)	7
Q4 (01 October to 31 December)	4

### Casual/Medical Leave

- Employees are entitled for **seven (07)** days of Casual or Medical leave per annum.
- Leave taken for any other reason except for medical, cannot be taken for more than 2 consecutive days and cannot be coupled with annual leave.
- Medical leave should be supported by a valid medical report from a recognized GP.
- During the probation period or first year of employment, employees will be entitled for only 1/2 day of casual leave for every completed month.
- For each calendar year (01 January to 31 December) irrespective of the employment type (Permanent or contract) during which the employee has been in continuous employment, he /she is entitled for 7 days of Causal/Medical leave.
- Leave should be applied via the leave application form and approval should be obtained from the Head of the Department.

### Half Day Leave

Under casual leave, the work hours for a half day leave would be 4 hours from the time employee reports to work.

- ☐ Morning - 9.00am – 1.00p.m
- ☐ Evening - 2.00p.m - 6.00p.m

Employees shall either leave the work place at the commencement of the meal interval or arrive to work before the end of the meal interval.

#### 4.2.2 Short Leave

- Employees are entitled for **two (02)** short leave per month consisting 1 ½ hour, which they can take in the morning or in the evening.
- If they consume the morning short leave they have to report to work not later than 10.30 am and the evening short leave can be taken after 4.30pm.

#### **Leave for contagious diseases or any other prolonged illnesses.**

- Ill health which has been or could be confirmed by medical opinion is a valid excuse for absence.
- In the event an employee is absent due to a prolonged illness or a contagious disease, he/she would be allowed to stay away from work after utilising his/her leave entitlement.
- The length of the leave period will be decided in each case on its merits having regard to the nature of the illness, the possibility of it being cured, whether the employee is under medical treatment, the length of service, the position held by the employee and his/her leave records.
- There is no legal obligation on an employer to provide light work to an employee on the grounds that he/she is ill and unable to perform normal functions.

#### **Lieu Leave**

- Employees are entitled to apply for leave in lieu of any Sunday, Poya day or a Statutory Holiday, if they work from 9.00am to 6.00 p.m. Lieu leave should be pre-planned and approved by the Team Leader and has to be taken within two months from the day they work as stipulated above.

#### **Election Leave and other special leave**

- Election leave will be granted as per the instructions published in the government gazette at each event.
- Any other special requests for leave will be taken into consideration depending on the nature of the requirement and leave will be granted based on Management discretion.

#### **Maternity Leave and Benefits**

Maternity leave will cover the events of the birth of the first two children or the birth of subsequent children or the issue of a dead child or viable foetus.

#### **Leave for birth of first or second child**

- The female will be entitled for a total of **eighty four (84) working days** excluding the holidays under the Shop & Office Employees act and all the other non-working days granted by the employer.
- The aforesaid leave can be taken as fourteen (14) days pre-confinement leave and seventy (70) days post confinement leave.
- If the female decides to take fourteen (14) days pre-confinement leave and the child is born before the expiry of the fourteen (14) days, then the unutilized portion of the pre-confinement leave should be added to her post-confinement leave and granted with the letter.

#### **Leave for birth of third or subsequent child or issue of a dead child or viable foetus.**

- In relation to the birth of a subsequent child or the issue of a child that is dead or the issue of a viable foetus, the female will be entitled for a total of **Forty two (42) working days** excluding the holidays under the Shop & Office Employees act and all the other nonworking days granted by the employer.
- The aforesaid leave can be taken as fourteen (14) days pre-confinement leave and twenty eight (28) days post confinement leave.
- If the female decides to take fourteen (14) days pre-confinement leave and the child is born before the expiry of the fourteen (14) days, then the unutilized portion of the preconfinement leave should be added to her post-confinement leave and granted with the letter.

#### **Requirement of notice of confinement by female.**

- Female employee should give notice to the employer of the number of children she has other than the child in respect of whom she proposes to take the leave.
- Applications for Maternity leave should be submitted at least two weeks prior to the expected date of confinement. Early notification will allow the Company to make alternative work arrangements.

#### **Leave notification procedure.**

- Annual leave or any other planned leave should be notified to the Head of the Department and HR Department giving adequate prior notice
- Except for the approved pre-planned leave, employee should notify the Department Head/Immediate Supervisor or HR Department immediately on any instance where they are unable to report to work.
- Employee should make it a point to inform the relevant authority of his/her absence no later than the regular office starting hours to make appropriate covering arrangements during his/her absence.
- Employee should submit a duly completed leave form to HR Department with approvals when commencing to work after leave.

#### **Leave covering arrangements.**

- Every employee should ensure his/ her work is properly arranged and handed over to the leave covering person prior to leave starting date and should obtain signature in the leave form for leave covering arrangements.

#### **Late attendance and unauthorised absence.**

- Continuous late attendance will result in disciplinary action and the Company is entitled to make proportionate deductions from the salary.
- Absence will be regarded as being unauthorised if an employee does not report to work without approval. This would be regarded as “no-pay absence” and will not be considered as “no-pay leave”.

- Such no-pay absence will be set off against the employee leave entitlement (for confirmed employees and contract employees who have completed one year of service) and if adequate leave is not available to set off the number of absence, employee will be placed on no-pay.
- In the event of unauthorised absence, the employee will be informed in writing to explain the reason for his/her absence or overstay of leave.
- If no reply is received, it will be considered as vacation of post and further action will be taken accordingly.

5 March 2024