

# Leave Policy

This document outlines the company's arrangement for all forms of authorized leave that are available for staff and the procedures for applying them.

The policy covers:

1. Purpose of this policy
2. Types of leave
3. Leave during probation period
4. Statutory holidays
5. Leave application procedure

## 1. Purpose

The Company abides by the principles that holidays and leave represent periods of rest and recuperation that enable the continuity of good and acceptable work performance. The policy acts as a guide for all staff when applying for leave. Further it helps avoid confusion for new employees joining the company.

The entitlements in this document, at a minimum, comply with the Shop and Office Act of Employment.

## 2. Types of Leave

The leave year of the company is from 1<sup>st</sup> January to 31<sup>st</sup> December. Accumulation of leave to be carried forward to the next year is not allowed. Any unutilized leave will lapse at the end of each year. During a leave year employees are entitled to the following types of leave:

- 2.1** Casual Leave
- 2.2** Medical Leave
- 2.3** Maternity Leave
- 2.4** Paternity Leave
- 2.5** Annual Leave
- 2.6** Lieu Leave
- 2.7** Special Leave
- 2.8** Short Leave
- 2.9** Cover up Leave
- 2.10** No Pay Leave

## **2.1 Casual Leave**

- i. Leave entitlement is 7 days per year, provided that not more than 2 days casual leave is availed of any one accession and that casual leave does not precede or follow annual leave.
- ii. In the first year of employment casual leave will be granted on the basis of one day for each completed period of two months service.
- iii. In all cases an employee can be required to state the reason for the leave either because the employer is entitled, where relevant, to take into account the exigencies of the business or is entitled to know the reason in the case of a subsequent application to determine whether the reason could have been foreseen.

## **2.2 Medical Leave**

- i. Leave entitlement is 07 days per year. This leave is provided only for medical purposes in occasions of ill health, hospitalization etc. and cannot be obtained otherwise.
- ii. Normally, an employee must complete the probation period before he/she becomes eligible for medical leave.
- iii. Medical leave excess of one day has to be supported with a certificate from a Registered Medical Practitioner.
- iv. Medical leave in excess of the entitlement may be permitted on no pay provided that the application is submitted with a certificate from a Registered Medical Practitioner.
- v. In case of prolonged ill health where, the 7 medical leave days may not suffice, the employee is required to discuss the matter with HR Department.

## **2.3 Maternity Leave**

- i. Leave entitlement is Eighty Four working days for the first and the second child. For subsequent children the entitlement is Forty Two working days.
- ii. The aforementioned leave of Eighty Four working days can be taken as fourteen days pre-confinement leave and seventy days post-confinement leave.
- iii. Annual leave may be taken along with maternity leave provided that the respective superior approves of this arrangement.

## 2.4 Paternity Leave

- i. Leave entitlement is 3 working days.
- ii. The aforementioned leave can be taken as one leave day pre-confinement and two leave days post-confinement.
- iii. Annual leave may be taken along with paternity leave provided that the respective superior approves of this arrangement.

## 2.5 Annual Leave

- i. Leave entitlement is 14 days. It is desired that half the leave entitlement be taken in two installments.
- ii. The leave entitlement must be utilized in the current year.
- iii. A new recruit will not be entitled for Annual leave in the year he/she commences employment.
- iv. Following year he/she will be entitled for leave only on a proportionate basis depending on the employment commencement.

<b>14 Days</b>	on or after 1st January but before 1st April
<b>10 Days</b>	on or after 1st April but before 1st July
<b>07 Days</b>	on or after 1st July but before 1st October
<b>04 Days</b>	on or after 1st October but before 1st January

- v. However in the third year of employment the employee is entitled for full 14 days Annual leave.
- vi. Annual leave must be applied in advance. It must also be availed at times that are mutually convenient.
- vii. Since, annual leave must be applied in advance, an employee who stays away from work without authority and requests that the absence be set off against his annual

leave can be refused. Such requests can be considered as no pay absence if the employer so wishes.

## **2.6 Lieu Leave**

- i. A Leave is considered as a “Lieu Leave” only if you work on a holiday for an urgent request. A holiday will be awarded in lieu for that on a working day.
- i. Consent of the immediate manager and prior approval is required for lieu leave.
- iii. You are not allowed to request a lieu leave and to cover it up in weekends without a requirement.

## **2.7 Special Leave**

- i. Confirmed staff will be considered for Special leave which is granted for special purposes.
- ii. 5 working days are given to confirmed employees for the occasion of their marriage.
- iii. Educational leave will be provided for staff pursuing higher education. However this will be based on the company’s on-going projects/works schedules and will be based on management’s decision on a case by case basis.

## **2.8 Short Leave**

- i. Short leave is not provided in the company.

## **2.9 Cover up Leave**

- i. In case of emergency matters that span across a duration of two and half hours, an employee may obtain permission form his/her superior to attend the matter.
- ii. Employee may go in-between work and return to work or attend to the matter and come to work or come to work and leave early.
- iii. For any of the above instances the employee requires permission form his/her supervisor and also need to cover up the time spent out of office within the same month.

- iv. Employee is also required to inform HR Department of such arrangements made and covered dates via an email.

## **2.10 No Pay Leave**

- i. There is no provision in the Law that compels the management to approve No-pay leave. However, if all leave have been exhausted you may apply for additional leave adducing reasons, which shall be approved at the sole discretion of the management on a case by case basis.
- ii. Employee is also required to inform HR Department of such arrangements made and covered dates via an email.

## **3.0 Leave during Probation Period**

- i. During the probation period casual leave will be granted on the basis of half day for each completed period of one months' service. Other types of leave will be granted only after completion of probation period.
- ii. Additional days will be treated as no-pay without any notification and there won't be extra leave granted for special occasions. (eg. Wedding)

## **4.0 Statutory Holidays**

An employee would be entitled to the under noted holidays, provided by the Statute –

- Tamil Thai Pongal Day
- National Day
- Day immediately prior to the Sinhala & Tamil New Year
- Sinhala & Tamil New Year Day
- May Day
- Day immediately succeeding the Full Moon Day of the month of Wesak
- Prophet Mohammed's Birthday
- Christmas Day

### **4.1 Statutory Holidays Coinciding With Holidays**

In regard to Statutory Holidays that falls on non-working days such as Sundays, employees become entitled to a holiday in lieu. However, such a concession does not apply for Poya days.

## **5.0 Leave application procedure**

- i. All leave requests should be applied by filling a “Leave Request Form” in advance.
- ii. Leave request forms are available at the HR Department
- iii. Duly completed Leave Request Forms must then be approved by the employee’s immediate manager or vice president.
- iv. Leave request forms must then be handed over to the HR Department.
- v. Where prior approval is not possible, HR Department should be promptly informed by telephone or via an email, giving reasons and stating whether a medical certificate will follow, if absence is to extend beyond one day due to medical reasons.
- vi. For emergency leave where prior approval is not possible the employee is required to apply his/her leave by filling a “Leave Request Form” on the day he/she arrives back to work or within 3 working days of arriving back to work. Failure to do so allows the HR to treat their leave as No Pay

