

January 19, 2015

To : All Employees

From : A.K. Rafique Uddin Ahmed
Chairman/ Acting Managing Director, EPC

Subject : Leave Policies for the employees under the EPC are stated below for information:

1. General Policy

- 1.1 The employees shall be entitled to Casual Leave, Annual Leave Sick Leave, Maternity Leave and holidays as stated serial 2, 3, 4, 5, 6 and 7 below:
- 1.2 An employee who desires to avail of any leave shall apply for it to the Management who reserves the right to refuse the leave application in view of the interest of the office work.
- 1.1 If any employee remains absent beyond the period of leave granted, request for extension may not necessarily be granted and such absent will be considered as unauthorized absence without pay if the subsequent explanation for extension of leave is not accepted.
- 1.2 If an employee remains absent without intimation to the Management/Team Leader, such absence will be considered as unauthorized absence without pay.

2. Casual Leave (C.L)

Casual Leave is not an entitlement, it's a privilege. The Employer reserves the right to revoke this privilege at any time without prior notice. An Employee who requires time off from work, may be granted casual leave without loss of pay upon approval by a Director/Team Leader/supervisor at his work place. The maximum leave available under this article is ten (10) days in a calendar year. The circumstances under which casual leave may be approved are subject to the corresponding yearly maximum number of work days as follows: (a) illness within the immediate family – up to ten (10) days; (b) bereavement – up to ten (10) days around the date of the funeral. For purposes of determining eligibility for casual leave, the following provisions shall apply:

(a) an Employee who requires time off work, shall be granted leave without loss of pay for a period of up to ten (10) working days, if there is an illness in his/her immediate family. Immediate family means spouse, son, daughter, mother, father, and parent-in-laws. The leave of absence shall not include taking the person to a medical, dental, optical, or other such appointment.

(b) bereavement - leave of absence will be granted in the event of the death of the Employee's spouse, or any of the following relations of an Employee, spouse: parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister, or the husband or wife of any of them;

- 2.1 The maximum annual leave specified for each circumstance requiring use of casual leave shall not be exceeded (10 days). However, family illness leave, bereavement leave for illness within the immediate family or bereavement may be granted more than once within a calendar year, provided the total casual leave granted does not exceed ten (10) working days per calendar year. Such leave cannot be taken for more than 3 days at a time.
- 2.2 The casual leave admissible under this section shall not be carried forward beyond that calendar year and cannot be encashed.

3. Annual Leave (Earn Leave)

- 3.1 All employees not on probation and who has completed a period of twelve months' continuous service shall be entitled to, during the subsequent period of 12 months, 20 days leave per year (1 day for every eighteen days of work actually performed) as annual leave with full pay.
- 3.2 An Employee shall not take Earned leave without prior authorization from the Employer.
- 3.3 Where an Employee is allowed to take any leave of absence, other than sick leave in conjunction with a period of Earned leave, the Earned leave shall be deemed to precede the additional leave of absence, except in the case of maternity leave which may be authorized before or after Earned leave.
- 3.4 A period of such leave shall be inclusive of any holiday which may occur during such period.
- 3.5 Annual leave may not be granted in excess of days as of the date on which the leave is to begin.

- 3.6 An employee who applies for leave of 7 or more working days must apply at least fourteen days in advance. An employee who applies for leave of 6 working days or less must apply at least seven days in advance.
- 3.7 leaves must be given in one unbroken period unless the employee requests to take their Earned in shorter periods. This is permissible so long as those periods are at least one day long.
- 3.8 An Employee who fails to return to work following the last day of authorized Earned leave shall be considered to have absented himself from employment.
- 3.9 Leave must be enjoyed as it is . An Employee shall not be paid cash in lieu of leave , except upon termination in which case he shall receive Earned pay for such Earned but not taken.
- 3.10 A maximum of three (3) leave days can be carried forward to the next calendar year.
- 3.11 If a request for Earned Leave is not approved by the Management, and at the end of a calendar year the total unused Earned Leave exceeds three (3) days that can be carried forward to the next calendar year, only those number of days in excess of three (3) days can be encashed subject to Management approval.
- 3.12 The above policy stated in Item 3.11 will only apply, if a request for the Earned Leave is submitted and not approved, and this document shall be attached which shall include why such request was rejected, and must be signed by the Management the day such request was rejected for the encashment.
- 3.13 Upon termination an Employee shall receive Leave pay for such earned but not taken.

4. Sick Leave

- 4.1 “Sick Leave” means an illness which causes an Employee to be absent from duty for a period of one (1) work day.
- 4.2 All employees shall be entitled to 10 (ten) working days as sick leave per year with full pay. Sick leave is at 0.83 days per month and cannot be taken in excess of days without prior permission of the Management/ Team Leader.
- 4.3 Sick Leave shall not be accumulated and carried forward to succeeding years and cannot be encashed.
- 4.4 Sick leave taken for 2 or more days at a time, must be supported by a Medical Certificate signed by a qualified Doctor. If an acceptable certificate cannot be produced, the requested sick leave will be converted to annual leave if due.

- 4.5 Sick leave, taken without notification prior to 8:30 AM on the day it is taken, will be treated as unauthorized absence from work without pay.
- 4.6 To obtain illness leave benefits the Employer may require that an Employee provide a proper medical certificate or other satisfactory proof of illness. The Employer may also require the Employee to provide satisfactory proof of attendance at a medical, dental, physiotherapy, optical, or such other appointment when time off from work is granted to attend such appointments. Where an Employee is required, to provide a medical certificate or proof of attendance at an appointment, he/she shall be advised prior to his/her return to work.
- 4.7 The Employer may require that an Employee be examined by a Medical Board:
 - (i) in the case of prolonged or frequent absence due to illness; or
 - (ii) where there is indication of apparent misuse of illness leave; or
 - (iii) when it is considered that an Employee is unable to satisfactorily perform his duties due to disability or illness; or
 - (iv) in cases of inconsistencies between two or more medical assessments.
- 4.8 The report of the Medical Board shall contain conclusions and recommendations relating to any limitation or restrictions concerning the Employee's ability to perform the duties of his position and the medical information leading to those conclusions.

5. Leave without pay

- 5.1 An Employee may request a leave of absence without pay. To be considered, the request must normally be submitted at least two (2) weeks in advance of the anticipated date of commencement of the leave. Where operational requirements permit and upon approval of the Management, the leave without pay shall be granted.
- 5.2 Leave without pay may be granted on application when annual and sick leave are totally exhausted.
- 5.3 Such leave cannot be availed of without prior permission of the Management.
- 5.4 Requests for leave without pay on religious holidays will be considered, provided adequate notice of the request is given.

6. Maternity Leave

- 6.1 Female employees not on probation and who has completed a period of twelve (12) months' continuous service are entitled to maternity leave as defined below before and after childbirth.
- 6.2 A female employee shall be granted a maximum of 24 weeks leave with pay in the following order:
 - a. First Four (4) Weeks - 80% of the base pay
 - b. Week 5 to Week 12 - 40% of the base pay.
 - c. Week 3 to week 24 - 20% of the base pay.
- 6.3 A female employee shall not be entitled to maternity leave unless she has completed 12 months' service in the Organization immediately before the day of her delivery except where a gynecologist certifies a premature delivery.
- 6.4 Maternity leave shall be allowed once in 3(three) year.

7. Holiday

- 7.1 All employees shall enjoy holidays with full pay as per notification of the Government as Mandatory General holidays only.

A.K. Rafique Uddin ahmed
Chairman/ Acting Managing Director