

**Attendance Policy**

|  |  |
| --- | --- |
| Author | Group Head HR & Admin |
| Custodian | Human Resource Department |
| Effective Date | 1st Mar 2025 |
| Version | 3.0 |

1. **Objective**
   1. Attendance is considered as core of discipline in office, and management has zero tolerance policy towards disciplinary matters. The objective of this policy is to define detailed guidelines regarding working hours, leave management, compensatory paid leave (CPL) and outstation duty.
2. **Scope**
   1. All Qadri Group employees from grade M-1 to M-10, N-1 to N-5 and S-1 to S-2 are covered under this policy.
3. **Duty Timings**

|  |  |  |
| --- | --- | --- |
| **Employee Category** | **Duty Hours** | **Working Days / Break Time** |
| **Management Staff**  **(M-1 to M-10)** | 08:30 AM to 06:00 PM | Monday ~ Thursday:  Lunch & Prayer: 45 minutes  Friday: Jumma + Lunch: 100 minutes  Saturday & Sunday: Off |
| **Non-Management Employees**  **(N-1 to N-5)** | 10 hours daily x 5 days  (Shift timings as per duty roster) | Monday ~ Thursday:  Lunch + Prayer: 30 minutes  Friday: Jumma & Lunch: 80 minutes  Saturday & Sunday: Off |
| **Support Staff**  **(S-1, S-2)** | Shift timings as per duty roster | As per the duty roster |

* 1. Duty roster of Support Staff will be decided by Head Administration with the consent of Head Works, and Group Head HR & Admin. Duration of break will remain the same as of Management Staff.
  2. Duty roster/shifts of Non-Management employees will be decided by Head Works with the consent of Group Head Support Services.
  3. The HOD may require staff to work on Saturdays due to workload. Absence on such days will be deducted from the employee's leave quota. In such cases, the approving authority will inform Admin to convert the off day into leave.

Leave Adjacent to Weekends

* 1. With Saturday as an official day off, Management discourages taking leave immediately adjacent to weekends (Saturday and Sunday). Employees are allowed to take leave on Fridays or Mondays (either before or after the weekend) up to five times per year. After utilizing the five allowed instances, any leave taken on a Friday or Monday will result in the conversion of Saturday's holiday into a leave day.
  2. In special circumstances, such as the death of a close relative or performing aitkaaf during Ramadan, special medical condition etc. adjacent leaves of Saturday may be relaxed by the GHSS, allowing the holiday to be marked as a holiday without affecting the leave quota.

Ramadan Timings

* 1. Ramadan is the month of blessings and special prayers; Qadri Group facilitates its employees by reducing duty timings during this holy month.
  2. Following would be duty hours during Ramadan.

|  |  |  |
| --- | --- | --- |
| **Employee Category** | **Duty Time** | **Break Time** |
| **Management Staff**  **(M-1 to M-10)** | Monday – Friday  08:30 AM to 04:00 PM  Saturday & Sunday: Off | 15 minutes – each prayer  45 minutes – Jumma Prayer |
| **Non-Management Staff**  **(N-1 to N-5)** | 42 hours per week  Shift timings as per duty roster | 15 minutes – each prayer  45 minutes – Jumma Prayer |
| **Support Staff**  **(S-1, S-2)** | Shift timings as per duty roster |

* 1. Keeping in view the Iftar time and hours per week, Group Head HR & Admin can change duty times for management, non-management and support staff and circulate the memo before 1st of Ramadan with approval of GHSS.

Interim Shift Timings for Emergency Situations

|  |  |  |
| --- | --- | --- |
| **Employee Category** | **Duty Hours** | **Working Days / Break Time** |
| **Management Staff**  **(M-1 to M-10)** | 08:30 AM to 05:00 PM | Monday ~ Thursday & Saturday:  Lunch + Prayer: 45 minutes  Friday: Jumma & Lunch: 100 minutes  Sunday: Off |
| **Non-Management Employees**  **(N-1 to N-5)** | 8.5 hours daily x 6 days  (Shift timings as per duty roster) | Monday ~ Thursday & Saturday:  Lunch + Prayer: 30 minutes  Friday: Jumma & Lunch: 80 minutes  Sunday: Off |
| **Support Staff**  **(S-1, S-2)** | Shift timings as per duty roster | As per the duty roster |

* 1. C-Suite on the recommendations of Management Team can change duty hours from regular to interim shift times for specific duration, which Group Head HR & Admin will notify through memo for necessary HR & Administrative arrangements.
  2. C-Suite may designate Saturdays as mandatory workdays during Ramadan. For employees in Grade M-1 to M-4, an extra day worked each week will be added as CPL, while for employees of Grade M-5 and above, it will be added as Compensatory Holiday. CPL and CH days worked during Ramadan will be compensated after Eid-ul-Fitar. The Head of Administration will adjust the daily working hours of support staff to account for the extra day worked each week.

1. **Electronic Attendance**
   1. It is mandatory for all employees to mark their attendance on ERP Attendance System while entering or leaving office premises.
   2. ERP attendance system is centralized and automatically synchronize with attendance terminals placed in all Qadri Group companies. Therefore, it is mandatory for all employees to mark their attendance at any unit at the start and end of shift timings. Manual attendance in such cases will not be accepted.
   3. In case of any change in shift timing HOD / Head Works / approving authority will inform Team Lead HR to create shift in ERP.
   4. Once a shift has been created, the assignment of shift will be the responsibility of concerned Team Lead Admin / Head Production.
   5. Attendance status (Short Leave / Half Leave / Full Leave) will change according to short minutes due to extra time consumed by employee after lunch, prayer or other breaks.
   6. ERP Attendance system is linked with payroll so timely submission of accurate electronic attendance is the sole responsibility of employee.
   7. Strict disciplinary action will be taken against employee if he is found marking proxy attendance of any other employee or trying to submit false attendance information.
   8. If an employee forgets his attendance card or attendance machine is not working, he will mark attendance on ‘Manual Attendance Register’ placed with attendance machine.
   9. If employee marks his attendance on attendance register, it will be considered as manual attendance and Admin Officer will enter the attendance into ERP Application within 24 hours.
   10. Management strongly discourages marking manual attendance while working in company premises. All cases of manual attendance submission will be closely monitored, verified with gate register and investigated (if required) by admin department.
   11. If an employee performs official duty outside company premises at start or end of his shift, he will generate manual attendance request through ERP Portal within 24 hours after joining office.
   12. Approving authority will be responsible to approve attendance within 24 hours of submission by the subordinate employee and at the end of the month before payroll processing. He will also ensure the accuracy of attendance application before approval in ERP.
   13. Leaves rejected by the approving authority will be marked as absent and salary will be deducted from same month’s payroll.
   14. At the end of the month all pending applications of management staff, not approved or rejected by the approving authority will automatically be posted ‘as it is’ for processing of payroll. Any pending attendance not submitted by the employee for approval will automatically be marked as leave and deducted from the leave quota. Approving authority can request admin to change such attendance to present, leave or absent before the end of the month.
   15. It is sole responsibility of employee to arrive before shift starts & leave after shift ends.
   16. Vehicles deputed for pick & drop will not wait for any employee after allotted time at designated pick / drop point.
2. **Leaving Workplace During Duty Hours**

Management Staff (M-1 to M-6)

* 1. Management staff of grade M-1 to M-6 can leave office premises during working hours for official or personal work after informing the approving authority.
  2. Approving authority is responsible to ensure that respective staff member has left the office due to genuine reason.
  3. Approving authority is responsible to forward a request to concerned team lead admin via email to treat his attendance as short / half / full leave depending upon the duration of absence for personal work (as mentioned under the relevant clauses of leave policy).
  4. Upon receiving request, Admin department will update attendance status in ERP.

Non-Management Employees (N-1 to N-5) and Support Staff (S-1, S-2)

* 1. In case an employee leaves office for official duty within group companies or outside group companies, he will submit gate in/out form
  2. To implement the policy, admin department may designate any of their team member (from support or management staff) to enquire about the gate pass before an employee leaves company premises.
  3. In case an employee is leaving office for his personal work (i.e., bank transaction, Account opening) will submit gate in/out form approved from his reporting authority with purpose mentioned on it. In such cases admin will manually deduct short hours (short, half or full leave, depending upon short hours) into ERP.
  4. Non-Management and support staff will get prior approval from their concerned approving authority.
  5. In case of medical emergency with employee, admin department will fill his gate in/out form.
  6. Gate in/out pass will not be required for following cases:
     1. Employee goes outside and comes back during break timings.
     2. Employee gets approval from concerned approving authority & marks his attendance on the attendance system for short or half leave.
  7. In case if employee fails to submit gate in/out form and leaves the office/place of duty, strict disciplinary action will be initiated and a show cause notice will be issued to the employee.
  8. Admin department will keep record of all gate in/out forms.

1. **Submission of Attendance for Payroll**
   1. Disturbance allowances submitted by the 25th of each month will be processed with that month's salary. Any submissions made after the 25th will be included in the following month's salary.
   2. Team Lead Administration of all group companies will finalize and submit complete attendance for payroll generation by 2nd working day of next month.
   3. Completion of attendance is sole responsibility of employee. In case of outside duty, employee can designate someone from his department to complete his attendance.
   4. Administration department will mark Leave for all missing/pending attendances before submission for payroll.
2. **Leave Policy**
   1. A Leave year is defined as a fiscal year (July to June) for all employees.
   2. All permanent employees of non-management cadre (N-1 to N-5) are allowed 24 leaves annually.
   3. All permanent employees of management and support staff cadre (M-1 to M-10, S-1, S-2) will be entitled to 32 Leave in a year after confirmation, assigned to an employee on pro rata basis. Out of 32 leaves, 10 are casual, 8 days are sick leave and 14 are annual leave.
   4. Casual Leave up to 01 leave per month will be granted to a permanent employee during his period of probation at the discretion of the approving authority subject to adjustment on confirmation.
   5. All employees will be encouraged to avail their annual leaves on a regular basis in order to create a healthy work family balance. Approving authorities are expected to prepare leave plans for their staff on a bi-annual or annual basis.
   6. **Leave Encashment**
      1. Employees from grade M-1 to M-10 and S-1 to S-2 will be entitled to the encashment of balance of annual leave (not exceeding 14) at the end of fiscal year at the rate of basic salary/day. The accumulated working Sundays of security guards are not eligible for encashment and will expire if not used within four months.
      2. Employees from grade N-1 to N-5 will be entitle to the encashment of balance leaves (not exceeding 24) at the end of fiscal year at the rate of gross salary/day.
      3. Annual Leaves cannot be carried forward to next year.
   7. **Short & Half Leave**
      1. All employees are entitled to take short or half day off with prior approval of approving authority.
      2. All short and half leaves will be deducted from leave quota of the employee.
      3. If employee arrives after assigned shift time or leaves before end of assigned shift time, his attendance will be considered ‘Short Duty’ and attendance status will change (Short Leave / Half Leave / Full Leave) according to short duty hours. Group Head HR & Admin is authorized to call habitual short duty employees for explanation & disciplinary action.
      4. In case of three Short Leave, one full day leave will be deducted from employee’s leave balance.
      5. In case of two Half Leave, one full day leave will be deducted from employee’s leave balance.

Short Leave Minutes

* + 1. Attendance status of grade N-1 to N-5 employees will be marked as ‘Short Leave’ in case more than 15 minutes (up to 150 Minutes) are short in daily working hours.
    2. Attendance status of grade S-1, S-2, & M-1 to M-6 employees will be marked as ‘Short Leave’ in case more than 30 minutes (up to 150 Minutes) are short in daily working hours.
    3. Attendance status of grade M-7 & above employees will be marked as ‘Short Leave’ in case more than 60 minutes (up to 180 Minutes) are short in daily working hours.

Half Leave Minutes

* + 1. For grade N-1 to N-5 maximum 240 minutes (4 hours), for grade M-1 to M-6, S-1 and S-2 maximum 270 minutes (4.5 hours) and for grade M-7 and above maximum 300 minutes (5 hours) short in daily duty hours will be marked as Half Leave.

Full Leave Minutes

* + 1. For grade N-1 to N-5, more than 240 minutes (4 hours), for grade M-1 to M-6, S-1, S-2 more than 270 minutes (4.5 hours) and for grade M-7 and above more than 300 minutes (5 hours) short in daily duty hours will be marked as Full Leave.

Break Time with Short or Half Leave

* + 1. Employee can avail break time, in case short leave or half day starts or ends with official time of lunch break.

Adjustment of Short Minutes in Special Cases

* + 1. GHSS can approve attendance adjustment due to short margins of up to 15 mins or attendance of changed shift in special cases / events.

Adjustment of Short Minutes with Overtime for workers of Grade N-1 to N-5

* + 1. If a worker arrives late and their daily duty hours are reduced, any overtime worked will first compensate for the shortfall in hours, and the worker will be marked as present, subject to the approval of approving authority. Any time worked beyond the adjusted hours will be considered additional overtime. For example, if a worker's shift is 7:00 AM to 5:00 PM (10 hours) but he arrives at 8:00 AM and work until 7:00 PM, the 1-hour shortfall will be offset by 1 hour of overtime, and the remaining 1 hour will be counted as overtime. All such adjustments will be made after receiving approval from the approving authority.
  1. **Guidelines for All Leave Types**

Prior Approval of Leave

* + 1. Employees can avail leave subject to prior approval of their approving authority.
    2. Prior approval must be taken through ERP Portal, in case of emergency approval can be telephonic or through text message. In case of telephonic or message approval employee or his designated employee must generate application through ERP portal.
    3. If an employee fails to obtain pre-approval for leave in more than eight instances, any subsequent leave taken without pre-approval in ERP Portal may be marked as absent.

Leave Cancellation due to Excessive Workload

* + 1. If there is any emergency or due to heavy workload, approved leaves could be cancelled by the approving authority and employee must report back on duty. In case employee refuses to report back at agreed time, serious disciplinary action would be taken against employee.

Salary Deduction due to Excess Leave

* + 1. If the leave quota of employee is exhausted, excess leave will be adjusted against his CPL/CH. However, it will be the responsibility of employee to request such adjustments to his concerned team lead admin before the end of the month.
    2. If the both leave quota and CPL / CH balance of the employee have exhausted, salary of current month will be deducted.
    3. During 1st year of service and after confirmation if availed leaves exceed from maximum leave quota and balance of CPL / CH, salary of current month will be deducted.
    4. Deduction would be on the basis of gross salary as per following formula.

**Leave deduction = (Gross Salary / 30) x excess leave (in days)**

Sandwich Leaves

* + 1. If the holiday/s is/are sandwiched between leaves, holidays will also be considered as leave and will be deducted from assigned leave quota.
    2. Only Full Leave on both days will be considered for sandwiched holidays, (i.e. if half day is availed before public/gazetted holiday/s and full day leave is availed after public/gazetted holiday, it will not be considered as sandwiched leave.)
    3. Public holidays within consecutive leaves will be also considered as leave days.

Forced Leave

* + 1. If employees’ expected attendance on a specific day is less than 60% due to some unavoidable circumstances, Group Head Support Services may declare that day as forced leave for management, non-management and support staff (or any of them) with the approval of C-Suit. A leave will be deducted from employee’s leave quota and sandwich leave rule will not apply on such forced leaves.

No Call, No Show

* + 1. Approving authority is responsible to inform Team Lead HR if an employee of his department remains absent (without intimation) for 3 working days. Disciplinary proceedings (leading to immediate termination) will be initiated against habitual absconders.

Force Majeure

* + 1. In case of force majeure or unavoidable situation, deduction from current month salary of that specific case can be deferred by Group Head Support Services upon request of concerned approving authority and Accounts Department will be informed accordingly.
    2. Notwithstanding previous clause, CHRO can waive off the full deduction or a part thereof upon special request of the employee.
  1. **Special Breaks/Leaves**

Special Breaks for Funeral Attendance

* + 1. Qadri Group promotes culture of brotherhood. To strengthen this culture in group, employees are allowed to take special break for sad happenings with their fellow employees or their close relative.
    2. In case of death of an employee, Human resource department will issue “Memo” for each death separately through ERP and send the same to unit admin for information and placement at notice boards.
    3. The maximum number of employees who can attend the funeral of close relative (parent, spouse, sibling or child) of a fellow employee will not exceed two persons from each department.
    4. In the event where the funeral takes place during normal working hours, the approving authority can allow this special break and nominate employees from his department to attend the funeral. Moreover, he will inform concerned admin staff to arrange transport.
    5. Special break for attending funeral would not exceed from half day.
    6. Special break will not be deducted from assigned leave quota of the employee.
    7. In case funeral prayer timings are not during office hours, nominated person of each department will manage his own transportation and will not be entitle for any claim.
    8. Employees will only be allowed to attend funeral prayer, if funeral prayer is being offered within city, in case if funeral prayer will be offered out of city, Group Head HR & Admin will approve the transportation upon recommendation of relevant approving authorities.
    9. Time away from work in excess of 4 hours will be deducted from the leave quota of the respective employee.

Special Break for Blood Donation, Visiting Social Security or Medicare Hospital

* + 1. Employees will be granted up to four hours of special break for blood donation to a fellow employee or a close relative or to visit Social Security / Medicare hospital.
    2. This time relaxation will be provided only once during a month.
    3. Time away from work in excess of 4 hours will be deducted from the leave quota of the respective employee.
    4. Time relaxation will only be allowed upon producing valid evidence. In case of false evidence or misinformation, disciplinary action will be taken against the employee.

Special Sick Leave

* + 1. Under exceptional circumstances employees may request special sick leave if available leave quota (calculated on pro rata basis) of all leave types has been exhausted.
    2. Approval for special sick leave will be granted on a case-by-case basis by the approving authority and only for specific durations justified by the nature of the illness or medical condition. The request should outline the reasons necessitating additional leave and include any supporting documentation, such as a doctor's note or medical certificate.
    3. Employees availing special sick leave are required to keep their supervisors or relevant parties informed of their status and expected return date to facilitate necessary arrangements.
  1. **Special Leave for Hajj and Umrah**
     1. Qadri Group will grant paid leave for Hajj or Umrah to its permanent employees in management, support & non-management staff grade (M-1 to M-10, S1, S2 and N1 to N5) who have completed at least one (01) year of service.
     2. Hajj leave will only be granted once during employee’s period of service.
     3. Umrah leave will only be granted once during employee’s 5 years of service.
     4. Hajj leave will be granted according to the number of days officially announced by Govt. of Pakistan for Hajj Package (i.e., not more than 40 days).
     5. Umrah leave will be granted up-to a maximum of 14 days.
     6. Sandwich leave policy will not apply during Hajj or Umra leaves.
     7. The employee can request for advance salary or loan for the duration of Hajj or Umrah leave.
  2. **Leave Entitlement of Contract Employees** 
     1. A Contract employee will be entitled for two day off for each completed month or as stated on his contract of employment.
     2. Un-availed leave will not be encashed and will expire on completion of contract period.
  3. **Compensatory Paid Leave (CPL) & Compensatory Holiday (CH)**
     1. Management of Qadri Group does not appreciate late sittings; it is only allowed where completion of a task is extremely urgent and important.

Entitlement

* + 1. All employee of grade M-1 to M-4, S-1 to S-2 and contract employees working at management grades will be entitle for CPL.
    2. Employees having grade M-5 or above will be entitled for “Compensatory Holiday” in case of official duty on Holidays (Sunday, any Gazetted Holiday or on Saturday if Saturdays are off for the month).
    3. Personal drivers will only be eligible for encashable CPL if they were engaged for company work (with consent and prior approval of respective approving authority/director).
    4. Qadri House workers are not eligible for CPL.

Calculation of CPL & CH

* + 1. In lieu of 3.5 to 6.5 additional work hours, exceeding the daily normal working hours and 3 to 6 hours during holiday, half (0.5) CPL will be added.
    2. In lieu of 6.5 or above additional work hours, exceeding the daily normal working hours and 6 or above hours during holiday, one (01) CPL will be added.
    3. Excess hours for CPL will be calculated based on any time worked before the scheduled start or after the scheduled end of the shift. For example, if the shift is from 8:30 AM to 6:00 PM, CPL hours will apply to any additional time worked before 8:30 AM or after 6:00 PM.
    4. For in-station duty, travel time (either side) will not be considered for calculating CPL.

Encashment

* + 1. For grades M-1 to M-10, S-1 and S-2 Balance of CPL/CH will be encashed at the end of fiscal year along with salary according to the below formula:

**CPL Encashment = No. of un-availed Full CPLs x (Gross Salary ÷ 30)**

General Clauses of CPL & CH

* + 1. Employee will take prior written approval for staying in office to complete his assignment before or after office hours from concerned approving authority and submit to administration.
    2. Administration staff of concerned unit will be responsible to arrange conveyance for staff at CPL as per approved routes.
    3. If transport is not available due to any circumstances, employee will claim cost of transport as per actual.
    4. CPL/CH within company premises will only be accepted if electronically marked via attendance machine.
    5. All employees entitled for CPL will also be entitled for meal or “Food Allowance”, (as referred under relevant clauses of ‘Compensation & Benefits Policy’ irrespective whether it was a full or half CPL.
    6. If an employees’ CPL count exceeds five in a month, a CPL analysis report must be submitted to the respective CXO, including the purpose and value of CPL for the approving authority.
  1. **Attendance Adjustments**
     1. Employees completing their daily work hours beyond their designated shift time due to a special assignment can generate present status request for prior written recommendation from their approving authority before it is sent to the admin department.
     2. Half CPL with short leave for the same day will be considered as full day present and no CPL will be added to the balance.
     3. Full CPL with half day leave for the same day will be considered as full day present, and no CPL will be added to the balance.
     4. Half day leave with half CPL will be consider as short leave in same day and no CPL will be added to the balance.
     5. Short leave with full CPL would be consider as half CPL and only half CPL will be added to the balance.
     6. In case assigned leave balance has exhausted, employees can avail Half Leave or Full Leave in lieu of Half or Full CPL/CH respectively. Status of availed Half or Full CPL/CH will be changed to OSD.
     7. For M-5 and above 3 additional hours worked with a short leave for the same day will be considered as full day present. Similarly, 6 additional hours with a half leave for same day will be considered as full day present.

Leave Adjustment during Notice Period

* + 1. All employees will be entitled to avail leave during notice period subject to the approval of approving authority and available leave quota, where notice may be served by either party. If leave was not approved by the approving authority or it exceeded available leave quota, his notice period will fall short of 1 month and his final settlement will be calculated according to the relevant clauses of “Policy for final dues settlement”.
    2. Employee can also avail CPL/CH as leave during notice period if leave quota is exhausted subject to the approval of his approving authority.

1. **Overtime**
   1. Company defines Overtime as the amount of time someone works beyond normal working hours.
   2. Overtime is only applicable for Non-management staff (N-1 to N-5).
   3. Overtime cannot exceed 3.5 hours in single working day, if normal working hours are 8.5 and cannot exceed 2 hours in single working day, if normal working hours are 10.
   4. Overtime cannot exceed 12 hours in single day on Sunday or any other gazetted holiday.
   5. Total working hours in a day including overtime will not exceed 12 hours per day.
   6. Worker will take prior approval of overtime from his concerned approving authority through his section’s production head.
   7. Without prior approval overtime will not be considered as approved.

Calculation of Overtime

* 1. The overtime compensation for weekdays and Sunday will be calculated according to the below formula:

**Hourly Overtime = {(Monthly Gross Salary ÷ 30) ÷ 8}**

* 1. The overtime compensation for gazetted holidays including eid days will be calculated according to the below formula:

**Hourly Overtime = {(Monthly Gross Salary ÷ 30) ÷ 8} x 2**

* 1. For in-station and out-station duty, travel time (either side) will not be considered for calculating overtime

Procedure

* 1. For in house duty overtime will automatically be calculated by the system when employee scans his card at the entrance.
  2. Overtime amount will be calculated and paid separately on bi-monthly basis.
  3. For outstation duty supervisor (staff member) will submit the overtime details of worker to time keeper, admin officer or accounts assistant (whoever is managing attendance at the works). Worker will get paid overtime amount with regular bi-monthly overtime payments.

1. **Approving Authority of Attendance,** **all types of Leave, Overtime, CPL and CH**

Management Staff and Support Staff

* 1. The approving authority for all types of leave, special breaks, CPL, and CH for management staff (M-1 to M-6) and support staff (S-1 and S-2), whose payroll is linked to any unit, including staff from central departments, is the Head of Works of that respective unit.
  2. The approving authority for all types of leave, special breaks, CPL, and CH for management staff (M-1 to M-6) and support staff (S-1 and S-2), whose payroll is linked to corporate office is the respective Department Head having grade M-6 or above.
  3. Employees of any grade who report directly to the C-Suite and those in grade M-7 and above are authorized to self-approve attendance applications, including leaves of up to 3 consecutive days. For leave, CPL, or CH exceeding 3 consecutive days, approval is required from the relevant CXO or grade M-8 and above Head of Department (HOD).

Non-Management Workers (N-1 to N-5)

* 1. The approving authority for all types of leave and special breaks of non-management workers (N-1 to N-5) is the Production Head of the respective section.
  2. Approving authority for overtime of non-management workers (N-1 to N-5) is Head Works.

Special Sick Leave

* 1. Special Sick Leave must be made in writing and submitted to the HR through respective approving authorities specified for their assigned grades in Clauses 9.1 to 9.5.
  2. HR will present the case to Chief Human Resource Office (CHRO). CHRO retains the discretion to approve special sick leave, which may be granted with or without pay, based on the specific circumstances presented in the employee's request.

Employees on Contract

* 1. Contract employees are assigned a grade based on their role and responsibilities. The approving authority for attendance, leave, CPL, CH, and other applications for contract employees will align with the respective approving authorities specified for their assigned grades in Clauses 9.1 to 9.5.

Attendance Adjustment

* 1. For any attendance adjustment, written approval is required from the respective approving authority mentioned in Clauses 9.1 to 9.5, along with the Group Head Support Services.

Hajj and Umrah Leave

* 1. The approving authority for Hajj or Umrah leave can only be an HOD or line manager having position of grade M-7 or above along with Group Head HR & Admin.

1. **Final Clauses**
   1. Any abuse or misuse of this policy will result in disciplinary action in accordance with company policies and procedures.
   2. Group Head HR & Admin will periodically review leave patterns and notify respective approving authority of any trends that may require corrective action.
   3. In case of force majeure or unavoidable situation, rules will be settled by Group Head Support Services & relevant approving authorities. Administration Department will be informed accordingly for adjustment in attendance system.
2. **Exception**
   1. Any exception to the policy will be extremely rare and will have special approvals of the GHSS, CHRO or CEO depending upon severity of impact.

## Approval

**Farhan Khalid** **Faisal Saeed** **M. Noor Ayaz Qadri**

Group Head HR & Admin Group Head Support Services Chief Human Resource Officer

**M. Ahmad Qadri Faizan Qadri Asim Qadri**

Chief Operations Officer Chief Commercial Officer Chief Executive Officer