

LEAVE POLICY BAJRA TECHNOLOGIES PVT. LTD.

1. The calendar year for leave starts from the month of Shrawan to the end of Ashadh (normally July 16 – July 15) each year.
2. Each employee is required to apply for leaves via the BizOS system and not via email. Leave applications via email will not be entertained.
3. A total of 26 working days (*or 208 working hours*) in a year is the maximum leave an employee can earn which is equivalent to 12 days of sick leave and 14 days of annual leave.
4. Annual leave: An employee requesting Annual leave for up to 3 days needs to apply 5 working days prior to the desired leave day/s.

If an employee has to request an Annual leave of **four or more days** in a row, s/he must inform their supervisor and the HR department **at least four weeks or 20 working days** ahead. This is because long leaves directly impact the efficiency of the project that an employee is involved in.

5. Sick leave: An employee can apply for sick leave at any time but would require prompt communication with their supervisor and/or coordination through the HR department and their respective team. However, if the sick leave exceeds three days, the employee is supposed to hand over a doctor's prescription or diagnosis report if requested by the HR department.
6. Maternity and Paternity leave: Female employees are entitled to a maximum of 98 days paid leaves during their maternity period. Male employees are entitled to a maximum of 15 paid paternity leaves during the maternity period of their spouse. However, as per approval of the management, leave considerations are granted on a case-by-case basis.
7. Compassionate leave: An employee is entitled to a maximum of 13 days of compassionate leave for the loss of their immediate family members (which includes parents, and parents-in-law for married female employees).
8. Compensatory Leave: Compensatory Leave is paid time off for an eligible employee having worked additional hours in a work week; having worked on an official office closing day, a holiday, or a scheduled off day, or when a holiday falls on an employee's scheduled day off.
9. Compensatory Leave will be availed only when the reporting manager at his/her discretion requests the employee to work on holiday/weekend. The employee cannot decide to work on a holiday and then seek compensatory off. For the allocation of leave in the BizOS, HR must be informed via tickets within five working days by the reporting manager.
10. In this fiscal year, there will be a total of 13 paid public holidays. The list

includes:

- a. Dashain - 5 working days from Fulpati (October 10, 2024) to Chaturdashi (October 16, 2023)
- b. Tihar - 2 working days on Laxmi Puja (October 31, 2024) and Gai Puja (November 1, 2024)
- c. Holi Purnima - 1 day (March 13, 2025)
- d. Nepali New Year - 1 day (April 14, 2025)
- e. Floating Festive leaves - 4 days (*You can choose between any festival/ public holidays you celebrate. The number of Floating leave depends on the number of Dashain and Tihar holidays since the leaves allocated may change according to the Nepali calendar for such festivals*)

11. Floating leave: For a single day off, an employee needs to request Floating leave by applying the day before s/he intends to take leave. However, if an employee needs to take more than one day off consecutively, s/he needs to apply at least 5 working days in advance.

12. Leave consideration will be made for the below-mentioned special situations:

- a. Marriage/Honeymoon
- b. Accident cases
- c. Death of a family member
- d. Maternity or paternity situation
- e. Other health-related issues

The HR department will make the final decision regarding these leaves. In such cases, you should immediately inform your team lead/supervisor of the situation and provide valid reasons. The team lead/supervisor should analyze the situation carefully and ensure the project runs smoothly in their absence. The employee should send a leave request email to the HR department stating the valid reason. In case s/he is unable to do it, the team lead can do it on their behalf.

13. To take a leave, it is mandatory for employees to get their leaves approved in advance. If an employee takes a leave without getting it approved, it will be considered as an unpaid leave. Therefore, it is essential to have the leave approved before staying on leave.

14. If any cases arise that the employee is on leave but approval is accepted later, then the prior email to the HR department is mandatory.

15. If an employee is absent from work despite the supervisor's denial, disciplinary action will be taken. The employee shall be required to send in an unpaid leave application for the days taken without approval through BizOS.

16. If an employee joins Bajra during an ongoing fiscal year, their leave balance

will be calculated on a pro-rata basis. An employee with a negative leave balance during their exit will have that amount deducted from their final compensation.

17. During the trainee period, s/he will not be entitled to any kind of paid leave by the organization apart from observed national, public, or company holidays.
18. An employee must assure that at least 75% of the team members are present during a live project. For example, if there are four members in a team, at least $\frac{3}{4}$ of the project members should be available; you may not take a leave day if one of the team members is already on leave. However, always consult your immediate supervisor and work with them to make necessary adjustments.
19. Until and unless **decided** and **approved from the SLT**, work from home will not be regarded.
20. It is requested to refrain from taking annual leaves from October to December since it is a festive season both in Nepal and the USA, which may create an unnecessary workload in the working days of those months. The employee must ensure that they avoid taking annual leaves during the last quarter of the fiscal year (from Baisakh to Asar end) unless deemed necessary.
21. It is requested to avoid taking any kind of leave immediately before and after Dashain and Tihar unless an inevitable situation arises about which information should be relayed to the management beforehand.
22. During the transition period after **resignation**, employees are **restricted** from taking paid leaves. If an employee takes leave during this period, the leave shall be considered unpaid.
23. During emergencies, the employee must inform the management and seek approval for leave through any media or communication channel as soon as possible. Failure to make faithful efforts to notify the company of your absence may result in HR Policy violations and associated actions. Make every effort possible to inform the company so that we may be able to help, if appropriate, and to plan as necessary.
24. Any leave that is unapproved by the immediate supervisor and/or the HR department or leaves that do not follow this policy will be considered as an unpaid leave day/s and a warning or further disciplinary action may be taken against the employee depending on the situation.

**Note: The company reserves the right to change the leave policy. Any remaining/unused annual leave and/or sick leave shall be adjusted as leaves taken on Sundays as two-day weekend is an added facility provided by Bajra and not mandated by law.*