

LEAVE POLICY

Policy Number	Department	Policy Status	Issue Date
HB/HR/PL 001	Human Resource	New	August 2018

TABLE OF CONTENT

1. Policy Overview.....	3
2. Scope.....	3
3. Purpose.....	3
4. Policy Statement.....	3
5. Policy Guidelines.....	3
5.1. Annual Leave	3-4
5.2. Public and Statutory Holidays.....	4
5.3. Study and Examination Leave.....	5
5.4. Parental Leave.....	5-6
5.5. Compassionate Leave.....	7
5.6. Sick Leave.....	7-8
5.7. Unpaid Leave/ Leave of Absence.....	8-9
6. Leave Application.....	9
7. Responsibility.....	10
8. Appendix 1; Leave Form.....	11

1. POLICY OVERVIEW

Heckerbella Limited promotes a positive and healthy work-life balance and recognizes the importance of leave management in achieving this goal. This leave policy allows flexibility for employees to meet personal, family and work commitments without compromising the achievement of business objectives in ensuring that individual needs are balanced with operational requirements.

2. SCOPE

This policy applies to all Heckerbella Limited Full Time and Contract employees who are entitled to an annual leave in their contract of employment.

3. PURPOSE

The purpose of this policy is to:

- 3.1. Ensure Employees understand their own responsibilities in relation to Leave Management.
- 3.2. Ensure that Line Managers understand their responsibilities in managing leave within their teams and helping their employees achieve a positive work-life balance.
- 3.3. Provide general guidance for dealing with instances where specific requests for Leave cannot be accommodated or covered.
- 3.4. Provide information and guidance on all types of Leave available to employees.

4. POLICY STATEMENT

4.1. Heckerbella Limited Employees shall be entitled to the following types of leave:

- 4.1.1. Annual leave
- 4.1.2. Public and Statutory holidays
- 4.1.3. Study and Examination Leave
- 4.1.4. Parental Leave
- 4.1.5. Compassionate Leave
- 4.1.6. Sick Leave
- 4.1.7. Unpaid Leave/ Leave of Absence

- 4.2. It is important and compulsory that employees take regular breaks from their duties through annual leave.
- 4.3. The annual leave calendar operates from 1 January to 31 December.
- 4.4. Employees are expected to take their annual leave entitlement within the leave year period.
- 4.5. Entitlements to leave are pro-rated for Full Time Employees who join or leave part-way through the leave year.

5. POLICY GUIDELINES

5.1. Annual Leave

- 5.1.1. Annual leave shall be taken annually.
- 5.1.2. Annual Leave days entitlement for full time employees and contract employees shall be based on contract employment letter.

Categories	Number of Leave Days
Senior Managers and Above	25
Managers to Supervisor	20
Others	15

- 5.1.3. During the confirmation probationary period, no leave shall be availed except for public holidays, and in certain emergency cases as recommended by the Line Manager, to be reviewed by the Human Resources Department and approved by the CHIEF OPERATION OFFICER or Managing Director.
- 5.1.4. Employee can carry over a maximum of ten (10) leave days into a new calendar year and utilize them between 1st of January and 31st of March.
- 5.1.5. Employees who fail to use their carry over annual leave before 31st of March of the following year will forfeit it.
- 5.1.6. Unutilized leave will not be commuted to cash.
- 5.1.7. Any unauthorized absence from work will be treated as unpaid leave. If an Employee overstays his/her leave, the leave shall be treated as unauthorized leave and shall be treated as unpaid leave. The Employee will be deemed as having abandoned his/her duty post if he/she stays away for three (3) days or more and disciplinary proceedings shall commence against the Employee.
- 5.1.8. Leave slot taken by an Employee should be agreed in consultation with the Line Manager. No payment will be made in lieu of leave not taken except in respect of the year of termination of employment.

5.2. Public and Statutory Holidays

- 5.2.1. All Employees shall be allowed to observe public holidays declared by the Federal Government.
- 5.2.2. All public holidays will be formally communicated to all Employees by Human Resources Department.
- 5.2.3. If an Employee's leave falls within a public and statutory holiday, such days will not be counted as part of the Employee annual leave, but the Employee shall return to work on the expected date of resumption after the public holiday and contact Human Resources Department for adjustments or seek permission to extend leave by the requisite number of days.
- 5.2.4. Permission for extension of leave days due to public holidays must be sought prior to the completion of the leave period. Otherwise the Employee will be required to resume and liaise with Human Resources subsequently for the adjustment.

- 5.2.5. Days lost through strikes and other civil unrest will not be recognized as an Employee's un-utilized leave days.

5.3. **Study and Examination Leave**

- 5.3.1. As part of the Heckerbella Limited to support employees' continuous career development and growth, employees shall be entitled to a paid exam leave up to a maximum of five (5) days in a year to pursue any course of study intended to reskill or upskill in areas related to their current job, future roles and /or professional development.
- 5.3.2. Exam leave does not form part of the annual leave. However, where annual leave has been fully exhausted and there is a need for additional periods of absence to study, such leave of absence shall be deducted from the annual leave balance if available. Where the annual leave has also been fully exhausted unpaid leave of absence may be approved.
- 5.3.3. This policy does not apply to private seminars, workshops, training programs and /or full-time courses/programs.
- 5.3.4. Approval of exam leave by the Line Manager with the endorsement of Human Resources Department shall be on a case by case basis. Exam leave requests will be declined if the Company may be adversely affected by such absence.

5.4. **Parental Leave**

5.4.1. **Maternity Leave**

- 5.4.1.1. Employee should notify the company, via presentation of a doctor's advice as soon as she is aware of her pregnancy.
- 5.4.1.2. Employees are entitled to three (3) months/90 days of maternity leave (weekends inclusive) with full salary (all allowances inclusive) or maximum of four (4) months where the fourth month (optional) will be considered unpaid leave.
- 5.4.1.3. In the unfortunate event that an Employee has a still birth or miscarriage during the third trimester, the Employee shall be entitled to four (4) weeks special leave whether the Employee has commenced maternity leave or not, to assist her in recuperating.
- 5.4.1.4. Any other illness arising out of and during pregnancy shall not be considered as maternity leave but will be considered as normal sick leave.
- 5.4.1.5. The Human Resources Department shall upon receipt of the pregnancy notification, confirm receipt as well as notify the Employee of all relevant information pertaining to the period requested for.
- 5.4.1.6. Upon resumption from maternity leave, the nursing mother will, for a period of three (3) months, be allowed to work from 8am to 3pm daily.
- 5.4.1.7. An Employee who took maternity leave within the Leave Year will not be entitled to go on annual leave within the next six (6) months upon resumption from their maternity leave.

5.4.1.8. Employees whose maternity leave coincide with the annual salary increase of the company and/or performance bonus shall be so entitled (if they meet the basic requirement for eligibility)

5.4.1.9. Maternity Leave before Confirmation

- 5.4.1.9.1. Employees on confirmation probation are entitled to Maternity Leave.
- 5.4.1.9.2. The Employee will be entitled to her full monthly salary, (allowances inclusive) for the 3 months of maternity leave.
- 5.4.1.9.3. The Employee shall be eligible for the nursing mother working hours of 8am to 3pm for three (3) months starting from the first day of resumption from maternity leave.
- 5.4.1.9.4. The confirmation process for the Employee will continue upon resumption from maternity leave, considering the period the employee worked full time before the Maternity Leave. For the avoidance of doubt the three (3) months period of Maternity Leave does not count towards the probation period.

5.4.2. Adoption Leave

- 5.4.2.1. Adoption leave is available to enable Employees (whether full time or contract) who wish to adopt a child aged up to 18years, to take a period of leave to help the child settle into the family and adjust to new circumstances.
- 5.4.2.2. An Employee adopting a baby shall be entitled to maternity leave (see table below) an application for such Leave must be made at least one month prior to the Leave period.

AGES	LEAVE DAYS
Zero (0) to Six (6) Months	Two (2) Months (weekend inclusive)
Six (6) Months to Two (2) Years	One (1) Month (weekend inclusive)
Two (2) Years to Six (6) Years	Three (3) Weeks (weekend inclusive)
Six (6) Years and Above	Two (2) Weeks (weekend inclusive)

5.4.3. Paternity Leave

- 5.4.3.1. Five (5) days paid leave will be granted to Employees who are biological or adoptive fathers, to allow them to attend (where relevant) the birth of a child and to provide support during the period immediately during or after the birth.
- 5.4.3.2. Paternity leave cannot be commuted to cash.
- 5.4.3.3. Utilization of paternity leave shall be within three (3) months of delivery or adoption.

5.5. Compassionate and Emergency Leave

- 5.5.1. Compassionate Leave is time away from the office to deal with the arrangements and/or matters relating to death, life threatening illness or injury of a member of your immediate family, or a close family or relation.
- 5.5.2. A “close relative” may (but not exclusively) include:
 - 5.5.2.1. The spouse, partner, child, parent, sibling, grandparent, uncle or aunt of an Heckerbella Limited Employee, or
 - 5.5.2.2. The parent, sibling, child, grandparent, uncle or aunt of the spouse/partner of an Employee.
- 5.5.3. Emergency leave is granted for unexpected circumstances that are beyond the control of the Employee and which necessitate absence from work without prior notice.
- 5.5.4. Employee will be allowed to take two (2) days paid leave for Compassionate or Emergency leave with necessary approval and documentation on a case by case basis.
- 5.5.5. Absence reporting should be done on or before 9am of the same day or the following day; otherwise it will be considered absence without permission, which would result in disciplinary action. This leave will be deducted from the Employee's annual leave balance. If the Employee has exhausted the annual leave entitlement, this leave shall be deducted via payroll from employee's salary.

5.6. Sick Leave

- 5.6.1. Any Employee who will be absent because of sickness must report such absence to the Line Manager on or before 9am of the same day or the following day; otherwise, it will be considered absence without permission, which would result in disciplinary action.
- 5.6.2. Medical certificates for sick leave must be presented to Human Resources Department on or before the day of resumption of duty.
- 5.6.3. In the event of serious illness, the Employee will be eligible for approved prolonged sick leave as follows:

Length of Sickness	Payment Entitlement	
	Full Pay	Half Pay
One (1) day to three (3) months	Yes	Not applicable
More than three (3) months to twelve (12) months	First three months	Half pay for subsequent months till the 12 th month.

- 5.6.4. For any sickness prolonged for over twelve (12) months, the Employee shall be given leave of absence for up to eighteen (18) months with no pay, however re-absorption will be dependent on availability of suitable role.
- 5.6.5. In all cases of protracted illness, following the completion of the approved sick leave period, any decision to be taken regarding further assistance and retention of the Employee's service will be at Management's discretion.
- 5.6.6. Employees will not be entitled to an additional day off if sick on public holiday except required through doctor's report and recommendation.

5.7. Unpaid Leave or Leave of Absence

- 5.7.1. This applies to unpaid personal leave of absence, excluding emergency leave, maternity leave and paternity leave.
- 5.7.2. Employees that have served for more than three (3) continuous service years may apply for voluntary unpaid leave for a maximum period of two (2) months, which may be renewed at Management's discretion.
- 5.7.3. The approval right for voluntary unpaid leave rests with the Managing Director or CHIEF OPERATION OFFICER based on recommendation by Human Resources Department.
- 5.7.4. The Employee, before the commencement of an unpaid leave of absence shall utilize any accrued leave.
- 5.7.5. Before proceeding on the leave, the employee shall submit all work tools and their possession.
- 5.7.6. The applicant shall be required to hand over his/her current role and responsibility.
- 5.7.7. A request for a leave of absence for alternate employment will not be considered.
- 5.7.8. The period of unpaid leave shall be counted as part of years spent in service.
- 5.7.9. All benefits and perquisites like bonus, medical scheme, life insurance, leave, pension contributions etc. shall cease during the leave period.
- 5.7.10. The leave of absence request must be made three (3) months in advance.
- 5.7.11. Requests for unpaid leave will be considered based on the following criteria:
 - 5.7.11.1. operational requirements
 - 5.7.11.2. length of service of Employee
 - 5.7.11.3. the period of leave requested
 - 5.7.11.4. reason for the leave
 - 5.7.11.5. the need and availability of a replacement
 - 5.7.11.6. cost benefit to the company and benefit to Employee
 - 5.7.11.7. The value of a professional development opportunity, if any.
- 5.7.12. Heckerbella Limited cannot guarantee that the applicant will return to previous job, but Heckerbella Limited may at its' discretion place the applicant in any available position equivalent to the position he/she left and for which he/she is qualified.
- 5.7.13. The period granted for leave of absence terminates on the applicant's return to work at Heckerbella Limited at the end of the leave or upon assumption of duty at any other employment.

- 5.7.14. Failure and or neglect to report to work at Heckerbella Limited two (2) weeks after the end of leave period without requisite approval will be regarded as abandonment of duty and the employment shall be deemed terminated from the date he/she was due to resume.
- 5.7.15. Where applicant intends to disengage after the leave period granted, he/she will be required to tender his/her letter of resignation as well as payment of one (1) month in lieu of notice

6. LEAVE APPLICATION

- 6.1. Employees are required to request for leave using the appropriate document or available Portal.
- 6.2. Where an Employee is unable to proceed on a pre-scheduled leave at the instance of the company, the Employee is required to inform HR and reschedule within 2 days of the cancellation, where this is not done such leave would be deemed to have been utilized.
- 6.3. Line Managers must ensure that all Employees' annual leave request, using the appropriate document or available Portal must be approved (or rejected).
- 6.4. Where an annual leave request is turned down, the reason must be documented and emailed back to the Employee.
- 6.5. Line Managers should communicate to the Employee as soon as possible, those periods during which due to operational requirements, it may not be appropriate to take annual.
- 6.6. Employees are expected to provide two (2) weeks due notice when requesting a period of annual leave. However, some flexibility may be required depending on the circumstances surrounding the request.

6.7. Annual Leave Entitlements on Termination of Employment

- 6.7.1. In the leave year in which employment is terminated, annual leave entitlement will be accrued on a pro rata basis for service from the start of the annual leave year until the end of the year; this includes part months worked.
- 6.7.2. Employees are entitled to take any remaining leave entitlement prior to their departure. If there are valid reasons why this is not possible, he/she will be entitled to receive payment; in lieu of the untaken leave.
- 6.7.3. If any Employee has taken leave in the year beyond that which is required, a deduction for the excess leave taken will be made from the terminal benefits.
- 6.7.4. Human Resources Department will notify the employee about any payment required in lieu of annual leave or any deduction from salary required due to more annual leave being taken than had accrued during the annual leave year to date.

7. RESPONSIBILITY

7.1. Human Resources

- 7.1.1. Must ensure all Leave guidelines and policy are duly followed by all departments in Triumph Power and Gas Systems Limited.
- 7.1.2. Provide support to Employees when necessary about leave.
- 7.1.3. Confirmation of approved or rejected leave application with adequate notification to Employee and line manager within the required time frame.

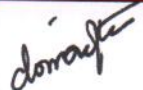


7.2. Line Managers

- 7.2.1. Notify Employees on the lined-up activities for the year to guide Employee make decisions on leave slot.
- 7.2.2. Schedule and agree with Employee on leave slots for the year.
- 7.2.3. Approve leave application within the required time line.
- 7.2.4. Inform HR in case of any Employee misconduct or leave issues.

7.3. Employee

- 7.3.1. All Employees are expected to adhere to the leave policy.
- 7.3.2. Schedule and agree on leave days with their line managers.
- 7.3.3. Ensure necessary leave documents are signed and approved by their line managers.
- 7.3.4. To provide relevant documents when necessary.

8. APPROVAL

Approval	Name	Job Title	Signature	Date
Reviewed by	Patience Diamond	H.R.M		22/10/18
Reviewed by	Peter Okiti	Chsrf Operations Off		15-10-18
Approved by	Yemi Keri	CEO		30/10/18.

APPENDIX ONE

LEAVE APPLICATION FORM

Employee Name		Employee ID	
Job Title		Department	
Line Manager		Date	

LEAVE DETAILS

- Type of Leave Applied for (Tick appropriately)
 Annual Leave ☐ Sick Leave ☐ Maternity/Paternity leave ☐
 Study Leave ☐ Others ☐
- Requested leave dates: From..... To.....
- Number of leave days requested..... Resumption Date.....
- Name of Acting / Back-up Colleague.....
(Please ensure handover document is given to acting/back-up colleague)
- Contact Number(s).....
I understand that my leave may be cancelled if not found convenient for the company to release me and could be recalled from leave to the office where this becomes needful and unavoidable.

Signature.....

Date.....

LINE MANAGER APPROVAL

Your application for leave is hereby: *(Tick appropriately)* Approved ☐ Decline ☐

Signature & Date

HR USE ONLY

Your application for leave is hereby: *(Tick appropriately)* Approved ☐ Decline ☐

Name & Designation.....

Signature.....

Date.....