

AKSID CORPORATION LIMITED

AK/HR/LP/18/01/2018	LEAVE POLICY
Issued	23.04.2018
Effective	01.01.2018
Owner	Human Resources Department
Approved by	Managing Director

Who Must Follow these Practices?

The policy is applicable to all associates, staff and daily labor of AKSID Corporation Limited. Leave is a privilege given to the employees but cannot be claimed as a matter of right. In case of the necessities of service, the management may refuse to grant leave, cancel the already granted leave, change the schedule of leave, or recall an employee before the expiry of his leave.

Leave Entitlement

- Permanent employee will be entitled for Leave.
- Any leave approved during probationary period will be subject to deduction of pay (LWP).

Permanent Employee

- An employee who has been completed his/her probation period and confirmed by management for permanent. If management want to extend his/her probation period, he will not be permanent employee.

Steps to Follow

Procedure of Application

- Procedure by ERP. If ERP System is not available, then bellow procedure will be applicable.
- Applicants are to fill in the “Leave Application Form” (Collected from HR Department).
- Application must be submitted to the relevant authority for approval.



Leave Approving Authority

- Reporting authority and HR department will be the leave approval authority.
- Leave records will be maintained both by HR department and relevant Department/Authority.

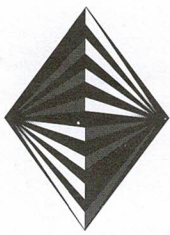
Discipline Process

- Department Head/ Project Manager/Project In-charge should monitor their employees Leave on a regular basis.
- All projects are requested to send the HR forms (leave, short leave, outside duty) regarding any Leave issues twice a month.
 - 15th of Each Month - For First Fifteen (15) Days of the Month.
 - Last Day of the Month - For Last Fifteen (15) Days of the Month.
- All requests submitted to reporting authority any authorized person with access to ERP software will be responsible for submitting information.

Types of Leaves

- 1) Casual Leave (CL) will be 8 days. (cannot be carry forwarded)
- 2) Sick Leave (SL) will be 8 days (subject to sickness & medical certificate).
- 3) Annual Leave (AL) will be 14 days (cannot be carry forwarded).
- 4) There will be no prefix or prefix.
- 5) Short Leave (SHL) will enjoy 2 days of every Month.
- 6) Maternity Leaves (ML) 06 months as par mom desire and doctors' advice (without pay).
- 7) Paternity Leaves (PL) 03 days (with pay for permanent associates).
- 8) Marriage Leaves 05 days (with pay).
- 9) Hajj Leaves 10 days (with pay for permanent associates).
- 10) Extra Ordinary Leave (EOL) will be settled down as per the management approval.
- 11) Festival holidays.





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1. Casual Leave

- 1.1.1 Every associate shall be entitled to casual leave for 08 (eight) days with full wages in a calendar year.
- 1.1.2 If such leave is not availed for any reason will not be carry forwarded.
- 1.1.3 Casual Leave will not take more than 3 days.
- 1.1.4 Casual Leave cannot be joined with Annual Leave (AL).

2. Sick Leave

- 2.1.1 Sick leave can be taken but within the 08 (eight) days of the total allocated leave. Submission of medical certificates is required more than 2 days of sickness.
- 2.1.2 In the event of a continued illness and the exhaustion of available SL, absence from work shall be considered as Extra Ordinary Leave (EOL). Whether the leave beyond the entitled days will be with/without pay, will be decided by the management.

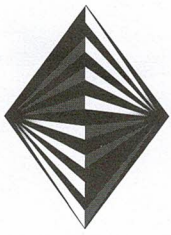
3. Annual Leave

- 3.1.1 Every associate is entitled for an Annual leave of fourteen (14) days per annum. But, the leave should not be 5 days consecutively unless it has authorized by their relevant management authority.
- 3.1.2 Every employee who has completed a period of one-year continuous service in the establishment shall be allowed for Annual leave.
- 3.1.3 This Leave cannot be carry forwarded.
- 3.1.4 AL cannot be joined with CL.

4. Short Leave (SL)

- 4.1.1 Any short leave must not be more than three (03) hours unless it has been accepted by the relevant management authority for an extended period.
- 4.1.2 The short leave must be acknowledged to the HR by the existing process.
- 4.1.3 Maximum of Two (2) short leave per month will be tolerated for both permanent and probationary associates.
- 4.1.4 For each three (3) short leave per month will be deduct One (01) day Annual Leave (AL) for permanent Employees.





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4.1.5 For each three (3) short leave per month will be deduct One (01) day Casual Leave (CL) for permanent Employees who is not applicable for Annual Leave.

4.1.6 For each three (3) short leave per month will be deduct One (01) day Salary for probationary Employees.

5. Maternity Leave (ML)

5.1.1 The maternity will be allocated for Six (6) Month upon submission of appropriate documents. This leave is without pay. This leave will not merge with the casual leave or any other leave.

6. Paternity Leave (PL)

6.1.1 The paternity will be allocated for a maximum of three (3) days (unless recommended by the relevant management authority for an extended period) upon submission of appropriate documents. This leave will be paid for Permanent associates. This leave will not merge with the casual leave, Annual Leave or any other leave.

7. Marriage leaves

7.1.1 Marriage Leave will enjoy five (5) days both probationary or permanent associate with pay. This leave will not merge with the casual leave, Annual Leave or any other leave.

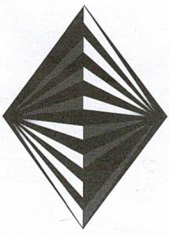
8. Hajj leaves

8.1.1 Hajj will enjoy 10 days (with pay for permanent associates). However, its needed to extend; must be approved by the management. The Management will be decided with pay/without pay.

9. Extra Ordinary Leave (EOL)

9.1.1 Any other Extra Ordinary Leave (EOL) will be settled down based on situation (upon exhaustion of other leave). EOL may be considered in exceptional cases “with pay” or “Leave without pay” as per the management approval.






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10. Festival Holidays

10.1.1 Every associate will enjoy festival holidays as per Government circulation.

NB: This Leave Policy will be applicable for all associate of AKSID Corporation Limited.

Best Regards



Saud Anam
Managing Director

7/5/18



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