



## **LEAVE POLICY - FIJI**

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**DOCUMENT CONTROL**

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**AUTHORISATION**

<b>Process Owner</b>	<b>Reviewed By</b>	<b>Authorised By</b>
Name : Radhakrishna	Name : Lavanya V, Arnab Basu	Name : Bipin P
Signature:	Signature :	Signature :

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## **1. PURPOSE AND OBJECTIVE**

This leave policy (“Policy”) defines the leave entitlements and procedures of Invenio Business Solutions (“The Company”) in Fiji.

## **2. SCOPE AND COVERAGE**

The provisions of this policy will govern all employees in Fiji, unless specified otherwise. All references/ clarifications/ questions regarding interpretation of any provision can be made to the HRD department. The Company’s decisions on all such matters shall be final and binding on the employee. All references to the masculine gender are intended to include, depending on the context, feminine gender also.

All leaves are subject to approval of the reporting manager and needs to be applied and processed in the HRMS.

## **3. DEFINITIONS**

- Leave Year: Year in which leaves are allotted, the leave year in Fiji runs from January 01 to December 31 of the year.
- Pro-rate credit: employees joining Invenio before 15<sup>th</sup> of the month will get full credit of leave for the month and those joining later will get no credit for that particular month.
- Working Days: Monday to Friday would be considered as working days or a scheduled determined by project allocation.
- Leave; This refers to one full day of normal working hours
- Manager: This refers to the individual to whom employee reports
- LOP: Loss of Pay

## **4. PUBLIC HOLIDAYS**

- Employees are entitled to public / National holidays. These are in addition to the Annual Leave entitlement.

- The list of public and National holidays may change every year. The applicable list of holidays for the Leave Year will be published on the HR Management System and on the SharePoint.
- If a public or National holiday occurs within the Annual Leave period, it will not be counted as part of the Annual Leave Entitlement.
- If a public or National holiday occurs on a weekend, no additional ‘Work Off’ day will be provided to the employee”.

## **5. ANNUAL LEAVE**

### **Annual Leave entitlement**

- Employees shall not be entitled to annual leaves till he/she completes the probation period as applicable. In specific circumstances this may be granted at the discretion of the management
  - Marriage of employee or his/her sibling
  - Sickness leading to hospitalization of employee or his/her dependent
  - Examination, convocation which employee needs to attend
- Annual leave entitlement shall commence post the probation period and shall be entitled on pro-rata basis considering the balance period of the leave year @ 10 days per year.
- An employee shall be entitled to annual leave of 10 working days per leave year.
- The company reserves the right to require employees to take annual leave at specified times.

### **Annual Leave Carry forward**

- Employees must avail all annual leaves during the leave year. If the employee is not able to avail annual leave during the leave year, a maximum of 3 days can be carried forward automatically and used before 31st December of next leave year.
- On termination or retirement of employment, employees shall be entitled to salary in lieu of any accrued but unutilized leave, including the carry forward leave of the previous year.

**Leave Encashment**

Leave Entitlement accrued for every employee can be encashed as follows:

- Encashment of Annual leave is entitled only during the time of separation or retirement and is limited to 12 days.

**Leaves more than leave entitlements**

- Any leave availed more than the employee's leave entitlement shall be treated as days without pay namely Loss of Pay days. The deduction from monthly salary for such LOP days shall be calculated as set out in the policy.
- Leave without pay is granted to an employee in exceptional personal circumstances when no other kind of leave is admissible/ available.
- All days including public holiday and weekends if in between LOP will also be considered as Loss of Pay.
- All requests for LOP days must be approved by the respective manager and shall be done so on case by case basis. Unapproved LOP leave can be taken up for a disciplinary action as per applicable rules.

**Leaves during notice period**

- Leaves are not admissible during notice period. Management may permit the same at their discretion under exceptional circumstances.
- Employee cannot set-off the accumulated leave balance against the notice period.
- This is required to ensure smooth knowledge transfer and transition to the employee taking over the tasks/ work components.

**6. SICK LEAVE**

- An employee shall not be entitled to any paid sick leave during the initial 3 months.
- An employee who contracts illness after 3 months of service, shall be entitled to sick leaves not exceeding 10 calendar days, successive or otherwise:
- Sick leave cannot be taken for half day or in increments of less than one full day

- Employee must notify reporting manager by telephone as soon as possible and in any event no later than 0900 hrs on the first day of sickness. If manager is unavailable, employee should contact the HR Manager. If employee is physically incapable of making that telephone call, he/she must ensure that someone else calls on their behalf.
- Sick leave cannot be carried forward to the next leave year

## **7. FAMILY CARE LEAVE**

Employees shall be entitled for 5 days of family care leave after 3 months of service and the same is not allowed for carry forward.

## **8. MATERNITY LEAVE**

- A working woman shall be entitled to a maternity leave of 98 days including the period before and after date of delivery. The probable date of delivery shall be determined by a medical certificate authenticated by a health agency. This is applicable up to first three children. She is entitled for 98 days at half pay for the fourth child.
- A woman employee who has completed a service period of one year or more shall be entitled to maternity leave with full pay.
- Maternity leave cannot be taken for half a day or in increments of less than one full day.
- Provisional leave application must be submitted at least one month in advance to availing the same so as to enable work planning and transition.
- A working woman shall not be paid any wages during her regular annual leave if she has availed herself in the same year of a maternity leave with full pay. She shall be paid half her wages for the annual leave if she has availed herself in the same year of a maternity leave at half pay.

## **9. PATERNITY LEAVE**

- This leave would be subject to a maximum of 5 working days each for birth of a child,

- This leave can be availed within 3 months before or after the child's birth.
- The employee should apply for this leave in advance & should submit birth certificate in support thereof.
- This leave is not available for accumulation

## **10. BEREAVEMENT LEAVE**

In an unfortunate event of bereavement in the immediate family, an employee would be eligible for leave as per terms given below:

- This would be limited to a maximum of 3 working days for both men and women employees. The immediate family is defined as spouse, children, parents & parents-in-law.
- The company reserves the right to ask the employee to produce a copy of the death certificate or other supporting document.
- This leave is not available for accumulation