

POLICY AND STANDARD OPERATING PROCEDURE				
LEAVE POLICY				
SOP/ POLICY	DATED	EFFECTIVE	REVISION	PAGES
HR	14 <sup>th</sup> -Aug-2023	15 <sup>th</sup> -Sept-2023	0	06
REPLACES	1. Number of leaves in each category revised. 2. Annual leaves carry forward balance is revised. 3. Leave balance adjustment at the time of separation only. 4. Addition of Pilgrimage Leaves, Marriage Leaves, Maternity Leaves, Paternity Leaves. 5. Further clarity of CPL is incorporated.			
NEXT REVIEW DATE	15 <sup>th</sup> -Sept-2023			
PREPARED BY  <u>Sehar Nasir</u>  HR Manager	REVIEWED BY  <u>Muhammad Usman Bashir</u>  Co-Founder	APPROVED BY  <u>Muhammad Akhtar</u>  CEO		
CIRCULATION				
All Concerned Team Leads and Employees				

**Objective:**

To ensure employees' wellbeing, work-life balance, religious needs, and to facilitate urgent personal needs through a variety of leaves types.

**Scope:**

- All Permanent and Confirmed employees of Head Office.
- Employees on Probation are not entitled to any yearly leave quota for any leave type until they are confirmed.
- This policy does not apply to Daily Wagers and Contractual Employees.

**Eligibility:**

This policy applies to all the Employees here in office premises.

Management reserves all the rights to change or eliminate any policy at any time

**Policy Guidelines:**

INOVAQO expect employees to keep a work-life balance so that they can keep themselves healthy at workplace and manage their personal urgent matters as well. Therefore, INOVAQO offers benefit of following types of leave to its employees:

Sr. No.	Leave	Type
1	Annual Leave (AL)	Planned Leave
2	Casual Leave (CL)	Unplanned Leave
3	Sick Leave (SL)	Unplanned Leave
4	Maternity Leave (ML)	Planned Leave
5	Paternity (PL)	Planned Leave
6	Marriage Leave (MGL)	Planned Leave
7	Compensatory Leave (CPL)	Planned Leave
8	Emergency Leave (EL)	Unplanned Leave
9	Leave Without Pay (LWP)	Planned Leave

- **Planned Leaves:** Leaves that an employee plan well ahead before proceeding them.
- **Unplanned Leaves:** Leaves that an employee does not plan rather the need arises on urgent basis.
- **Leave Calendar** is aligned with **the year** in which the employee will get hired.
- Employees joining the company during the year will have **Prorated Leaves** only after confirmation.
- Except **Annual Leaves**, all other Leaves' balance will lapse at Calendar year-end.
- There will be **NO** encashment for any Leave type for employees during their employment tenure.
- Only at the time of separation (after resignation) employee can adjust their un-availed **Annual Leaves** on prorated basis in his/her notice period of one month.
- After resignation, during notice period, employee is not allowed to take any leave except **Sick Leave**.
- No leave type can be combined with any other leave type unless approved by **Team Lead and HR Department**.
- **Sick, Casual & Annual Leaves** will be allocated yearly to all confirmed employees.
- Employee can only avail leaves as per respective leave quota. Any time-off beyond leave quota subject to management approval and deductions from employee's salary.
- Any uninformed absence can lead to subsequent disciplinary action either to leave without pay with warning or dismissal whichever deems fit to the discretion of management.
- In case employee goes on **Planned Leaves** without consent of Team Lead / HR. Company can either cancel leave request, or deduct the salary, or take disciplinary action against the employee whichever deems fit to the discretion of management.

**Leave Entitlement:**

- Entitlement for Annual Leaves breakdown, **Emergency Leave (EL)**, **Casual leave (CL)**, and **Sick Leave (SL)** is as follows:

<b>Annual</b>	<b>Emergency</b>	<b>Casual</b>	<b>Sick</b>
<b>18</b> (working days)	<b>6</b>	<b>6</b>	<b>6</b>

- Employees are entitled to a specific number of annual leave days based on their employment duration as follows:

<b>Employee Duration</b>	<b>Leave Quota</b>
Less than <b>1 year</b>	<b>18</b> (working days)
<b>1 to 5 years</b>	<b>22</b> (working days)
More than <b>5 years</b>	<b>28</b> (working days)

- The mentioned increase in leave quota will only be in casual leave category.
- Company reserves the right to make any Holiday/Weekend an "on-day" as per business need at any time and will be compensated by 1.5x.
- Entitlement for **Maternity Leave (ML)**, **Paternity Leave (PL)**, **Marriage Leave (MGL)** and **Compensatory Leave (CPL)** is as follows:

<b>Category</b>	<b>Quantity</b>	<b>Entitled To</b>
Maternity Leave	3 Months with Half Basic Salary	All Female Employees
Paternity Leave	4 (working days)	All Male Employees
Marriage Leave	10 (working days)	All Employees
Compensatory Leave	As Per Need	All Employees

**Annual Leave (AL):**

Employees are encouraged to avail **Annual Leaves**. However, if employees are not able to avail the leave balance, those un-availed leaves (**Casual leaves only**) will be compensated by the end of the year.

- In case of carrying forward **Annual Leaves** in the next year, an employee cannot take all **Annual Leaves** in one-go.
- An employee can avail whole leave balance minimum in two halves. (Half earned **Annual Leaves** from January till June and remaining half earned **Annual Leaves** from July till December)

Employees are required to handover in writing the pending jobs that require attention in their absence to their Team Lead / HOD.

**Casual Leave (CL):**

- Employee can avail up to two (2) consecutive **Casual Leaves**.
- Half-day can also be availed.
- Likewise, Short Leave up to two (2) hours during the day or start of the work day can also be availed.
- Half-day and Short Leaves can be adjusted from the balance of **Casual Leaves**.

**Sick Leave (SL):**

- Medical certificate is mandatory while applying for sick leave for two (2) or more than three (3) days.
- In case of serious illness, employee can also use monthly / yearly leaves quota with the approval of HOD and HR Department.
- In case, illness is further prolonged and monthly / yearly leaves quota are also exhausted, then employee is required to seek approval from HOD and HR Department for prolonged days.
- However, it is management discretion to either extend sick leaves with or without pay.

**Maternity Leave (ML):**

- Female employees can avail maternity leaves up to ninety (90) calendar days, paid.
- It is up to employee how to plan leaves around the delivery date. However, she needs to inform at least one month ahead to her Team Lead / HOD about the leaves and needs to apply in system before proceeding.

**Paternity Leave (PL):**

- Male employees can avail paternity leaves up to four (4) working days.
- It is up to employee how to plan leaves around the delivery date. However, he needs to inform his Team Lead / HOD timely before proceeding the leave and needs to apply in system before going for Leaves or after resuming the office.

**Marriage Leave (MGL):**

- Employee can avail up to seven (10) working days for his/her own marriage with the approval of **HOD & HR Department**.
- It is up to employee how to plan leaves around the Marriage Ceremony. However, he/she needs to inform at least one month ahead to his/her Team Lead / HOD about the leaves and needs to apply in system before proceeding.
- Marriage Leaves can only be availed **ONCE** in the whole tenure at INOVAQO.

**Compensatory leaves (CPL):**

- Employees can avail CPL if they work for at least four (4) hours on a public / gazetted / weekly holiday.
- Employees can avail CPL if they work over time for at least six (6) hours on a regular working day.
- CPL can be availed within next thirty (30) days from the day employee worked on.
- Allowing CPL is at the discretion of Head of Department and cannot be demanded for a specific day.

**Leave without Pay (LWP):**

- Under exceptional circumstances employees can avail **Leave without Pay**.
- It is management discretion whether to allow for the leave or not. Also, if allowed, management will decide number of days against requested time-off.

**Leaves during Probation:**

- Only two (2) Casual leaves per month are allowed during probation.
- Any further leave is subject to the approval of Team Lead and HR Department.

**Sandwich Leave:**

- Combining **day(s) off / any Leave(s) Type** with **Gazetted Holidays** or **Weekends (Saturday / Sunday)** is strictly **NOT** allowed, such days will be clubbed all together and will lead to deduction of 2/3 days of leaves from an employee leaves quota or deduction of 2/3 days of salary.
- In Case of Emergency, an employee has to seek approval of Line Manager / HOD through SMS / WhatsApp / Email / Voice Call before proceeding the day off(s) / leave(s) and also bring it to the knowledge of HR Department for special approval of such day off(s) / leave(s).

**Procedure Guidelines: (to avail Leaves)**

- For **Planned Leaves**, employees are required to apply leaves in System and get it approved from Line Team Lead / HOD in System before proceeding the leaves (Except Paternity Leaves). Disciplinary action will be taken if leaves are applied after resuming the office and may lead to deductions from employee salary.
- For **Planned Leaves**, employee needs to take prior permission from Team Lead / HOD, keeping in view business requirement at work. If there is a business need, employee needs to reschedule the leaves.

- For **Unplanned Leaves**, employees are required to inform his/her line manager through SMS / WhatsApp / Email / Voice Call before proceeding the leave. And after availing the leave, employee is required to apply for the respective leave in system within two (2) working days.
- Employee needs to apply in system for short leave, half day, full day leave otherwise system will deduct the employee's salary.

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