






Web Development **with Care**

Vacation and Sick Leave Policy





Leave Accrual

	For you, 18 days are accrued annually at a rate of 1.5 days per month.
	With 3+ years at Sloboda, this increases to 19 days, and 20 days for 5+ years.
	Upon starting your probationary period, you're immediately entitled to 5 sick days per year, which can be taken as needed. Sick days are accrued annually starting from the date of hire as an in-house employee.

Usage

	Accrual starts from day one, but leaves can be taken after 3 months. However, if we have already collaborated on a freelance basis for three months prior, vacation is accrued immediately and available the following month.
	Coordinate leave requests two weeks ahead via our portal
	Excess is paid in the next payroll.

Caps and Payouts

	Maximum rollover is 27 days.
	Monitor accrued leave on PF and in your personal payroll document.
	Payouts are based on the average over the past 12 consecutive months.
	Unused leaves are paid upon termination, but not for those failing probation.

Payout Calculation

Formula: $[(\text{Last 12 months' earnings}) / (\text{working days in that period})] * \text{leave days}$. Only regular hours are considered for this calculation.