

Leave & Holidays

TechTrioZ Leave and Holidays related policies have been laid down below.

Annual Leave:

A staff will be entitled to annual leave as per the guidelines below:

- Full time employees: 20 workdays per calendar year.
- Calendar year will be considered as 1 January to 31 December.
- Employees joining in different time of the year will be allocated leave on pro-rated basis.
- No leave can be carried forward to the subsequent year.
- No leave encashment is allowed.
- Any leave taken beyond entitled annual leave will be leave without pay.
- Employees on probation may take leave in direct proportion to the number of months completed.
- All leave should be approved by management before availing.

Sick Leave:

A staff can avail sick leave if she/he is physically incapacitated to perform normal office functions as per the guidelines below:

- Sick leave availed beyond two (2) continuous workdays must be substantiated by a registered medical practitioner. Without such substantiation, the leave will be treated as annual leave and will be deducted from his or her annual leave entitlement. If sufficient annual leave is not available for adjustment, then it will be counted as leave without pay.
- Sick leave for any number of days must be approved by the line manager.
- If the total number of sick leave availed by a staff in a calendar year exceeds 14 days, additional joint approval of HR and both partners will be required.
- If the total number of sick leave availed by a staff in a calendar year exceeds 14 days, additional days will be deducted from annual leave and if annual leave is not sufficient to deduct from then those days will leave without pay.
- Employees will have to inform over email/message/call about sickness and request for leave. And will have to submit Sick Leave application along with required documents as soon as she/he resumes work in person.
- Sick leave will be part of personal file and will be considered as one of factors during performance review.

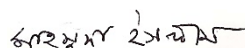
Company Listed Holidays:

Company will follow holiday list as per declared list of Bangladesh Government.

- In special cases, company reserves the right to declare bridge holidays and swap extra holiday with any weekends or other holidays.
- The company reserves the right to take decision on holidays if needed.

Other type of leaves will be handled as per country regulation and on case-by-case basis.

Approved By:



Mahmuda Islam (Managing Partner)



Naimul Baset (Partner)