

Leave policy

The purpose of this leave policy is to provide guidelines and procedures to the employees to request and take various types of leave from work while ensuring the smooth operations and maintaining the healthy work-life balance.

Leaves	No . Of Days
Casual Leaves	12 Per Year
Sick Leaves	08 Per Year

Casual Leaves:

- Employees can avail 12 Casual Leaves per year on working day basis, per calendar (Jan to Dec) year or casual leaves are eligible to those who are **permanent employees**.
- Casual leaves, if not taken by the end of the year can be cashed but they cannot be carried forward to next year.
- **Interns & employees** in their **probationary period** will not be able to take casual leaves.
- Employees are strictly prohibited from taking casual leave either before or after any **public holiday**. Any such leave requests will be rejected immediately. If you take leave along with any public holiday, a deduction will be applied for that day, and in addition, one public holiday will be deducted as well.
- If you have taken all of your casual leaves and you have none remaining, it will be considered as absences and may result in a deduction from your salary.
- A maximum of **2 Casual leaves** can be taken in continuation, if the numbers of leaves taken in one go exceed 2 Leaves, then Leave Without Pay (LWOP) will be deducted.
- You can't use casual leave for personal reasons during your notice period. If you're already on casual leave and decide to quit, those casual leave days will be cancelled.

Sick Leaves:

- A permanent employee can avail 8 sick leaves, while those employees who are on **probation period** can avail **4 sick leaves**.
- While applying for a sick leave for more than 02 days, employees have to make sure that a doctor's prescription is attached to the leave application. However, a medical certificate can be required even for one day, if felt necessary.
- Sick leaves if not availed towards the end of the year cannot be carried forward and are not encashable.
- You can't avail any sick leave during the notice period. If you take any leave during the notice period, it will be considered unpaid leave.

Half Day:

- You are allowed to take **half-day leave** each month, but you can only avail of half-day leave in case of a serious emergency.
- For a half-day leave, you are required to complete 5 hours of work. This implies that you need to work **during your break**, and afterward, you can take a half-day leave.

How to apply for a Leave:

- When applying for sick leave or casual leave, you have to email fatimazaheer@ml-bench.com in the proper format. Also, CC your line manager and BCC qazi@ml-bench.com.
If you need to take immediate leave due to an emergency, you can simply send a text to HR and your line manager on WhatsApp. However, later on, you must send an email in the proper format.
- When you are planning to take **casual leave**, you have to apply at least **02 days** before.

Note:

- If employees availed any Sick Leave then they cannot avail Casual Leave in the same month.