	Hawk Logix	Doc. #: SOP-HR-01
	LEAVE POLICY	Rev. #: 00
		Rev. Date: 01-01-2022

**MANAGEMENT MANUAL
LEAVE POLICY**

APPROVAL:

	NAME	POSITION	SIGNATURE	DATE
PREPARED BY	M Rashid Bashir	HR Manager		
REVIEWED BY	Mr. Ahmad Raza	Chief Administrator Officer		
APPROVED BY	Mr. Waqas Masud	Chief Executive Officer		


REVISION HISTORY:

DATE	DOC. #	REV. #	REASON OF CHANGE	APPROVED BY

Manager HR

Chief Administrative Officer

Chief Executive Officer

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1. Leave Policy

Aim:

This policy aims to provide an opportunity to ALL employees to spend quality time with their loved ones and outline the eligibility & guideline regarding the different kinds of leaves, which an employee can avail during its service with the Company.

This policy applies to all Permanent employees only.

Purpose:

The purpose of this policy is to establish the expectations between the Company and its employees regarding different kinds of leaves. ALL employees are expected to follow the Leave Policy as it has been developed keeping the legal and personal requirements in view.

Strict disciplinary action will be taken against the culprits.

Procedure:

1. The Leave Policy is applicable on a calendar year from January 1st till December 31st.
2. An employee can avail 24 Leaves in a Calander year based on the following terms and conditions. Leaves are divided into four types (Casual, Sick & Annual).
3. All types of leaves will expire on December 31st of the calendar year.

Sr #	TYPE OF LEAVES	NUMBER OF DAYS
1	Casual	12
2	Sick	6
3	Annual	6
4	Special Leaves Hajj OR Umrah, own marriage or any leaves above 05 days)	Depending on service period and as per management decision


Casual Leaves

1. Any Employee with permanent status can avail **12 casual Leaves** per year.
2. These leaves can be availed for any kind of work or emergency.
3. An employee can avail 01 Leave each month which should be prior approved on 01-day notice from respective team lead and Management.
4. If an employee needs **02 leaves**, it is necessary to be approved them on more than one-week prior notice.
5. If an employee needs **03 leaves or more**, it is necessary to be approved on more than **01-month** prior notice.
6. Only previous months' leave balance can be availed in the current month for the current year.
7. After completion of the leave balance, extra leaves will be considered as unpaid leaves and will be deducted from the individual salary.
8. On any emergency leave, please take care of yourself, and immediately inform the office.
9. The current year's casual leave balance cannot be transferred to the next one.

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Sick Leaves

1. Employees can avail sick leave in case of any type of illness.
2. In case of more than 02 sick leaves, a medical certificate will be required for approval. Otherwise, all sick leaves will be considered absentees and will be deducted from the employee's salary.
3. If an employee is out of sick leave balance, his availed sick leaves will be deducted from the casual leave balance.

Annual Leaves

1. An employee can avail these leaves for any kind of personal event or personal recreation but it should be prior approved by the respective team lead and the management at least 01 month before.

NOTE:

All unutilized Leaves are cashable at the end of the year. The encashment percentage for Unutilized Leaves is 100 % for ALL employees.

Or

Can be adjusted in next year's leave balance.


Other Terms & Conditions:

1. After consuming the leaves balance for the current year, extra leaves will be un-paid and deducted from the individual's salary.
2. The management of the Company reserves the right to approve Sick Leaves, which exceed the number of days, mentioned in the table above. In case, management does not approve, such Sick Leaves are considered as LEAVE WITHOUT PAY and are dealt with, accordingly.
3. The approving authority is allowed to turn down the request for Annual Leaves, based on business need and ALL employees are expected to abide by the directions from Line Managers/ management.
4. If an individual resigns or is released from the company after 01 year of service (at least), its leave balance will be cashable based on extrapolation.
5. NO Leaves are deducted for days when 50% or more employees are unable to reach the office due to strikes, inclement weather, riots, or any unforeseen circumstances, etc.
6. Application for any special Leaves MUST be submitted for Line Manager's/ management approval, at least 4 weeks before the availing dates.
7. ONLY the management of the Company reserves the right to approve Special Leaves.
8. The company will happily approve 01 Week leaves for an individual Wedding ceremony. These leaves will be a gift from the management with the best wishes.

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Short Leaves

1. To accommodate employees in meeting their personal needs, on a day-to-day basis, the Company has devised the Short Leaves as a substitute for Casual Leaves. A Short Leave is ranged from more than 1 hour to a maximum of 4 hours. However, by rule, 1 Short Leave is ALWAYS equal to ½ casual Leave e.g., it does not matter, if an employee avails a Short Leave for more than 1 hour or 4 hours, ½ of Casual Leave is deducted on an availing day.
2. Deduction from leave balance will be made for any kinds of short leaves from the individual leave balance.
3. However, Sick Leaves, which are availed due to emergency/ accidents are exempted from any deductions.

NOTE:

All leaves/ short leaves/ Late Arrivals are must be informed and approved by the respective team leads, Project Managers, and the management prior.

Strict disciplinary action will be taken against the non-compliance.

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