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| LEAVE POLICY |
| Human Resources Department Version 1.1  1/9/2022 |

1. **PURPOSE:**

**LEAVE POLICY**

Whizzbridge promotes a positive and healthy work-life balance and recognizes the importance of leaves in achieving this. This policy applies to all members of the Permanent staff, and aims to provide a fair, consistent and equitable approach to the accrual and taking of leave, ensuring that individual needs are balanced with company operational requirements. The purpose of this policy is to outline the rules and regulations pertaining to the entitlement of mandatory and discretionary leaves.

1. **POLICY:**

# GENERAL RULES

* + 1. **Leave Year:** The leave entitlements run from 1st of January till 31st of December.
    2. **Leave entitlement** of staff is calculated on a pro-rata basis so for those employees having a total length of service of **less than a year**, the leave entitlement may be calculated on a **prorated basis**.
    3. Clubbing of different leave entitlements or availing different leave entitlements within a limited or consecutive time span is not encouraged unless required for study purposes or other pressing needs.
    4. A staff member who wishes to proceed on leave will submit their leave(s) request through ‘Email’ sufficiently in advance of the date of intended leave.

Casual Leave – one day prior to the leave

Sick Leave – Prior to your shift

Annual Leave – Two weeks prior to the leave

* + - * He or she may proceed on leave only if the Line Manager has approved it.
      * If a leave request of two or more employees is received for the same period, grant of leave will be on a “first come, first served” basis. In case of an emergency, an employee may be accommodated even if he/she has not applied for the leave earlier than other applicant(s).
    1. Employees have the option to avail leaves in fractions but in multiples of ‘0.25’ which means an employee can avail 0.25 AL i.e. 25% (or 2.25 Hours) of the day can be taken off.
    2. As per policy no leaves are entitled for encashment.
    3. Only permanent employees are entitled for paid leaves.

Further in case of any notification with regards to employment law affecting the leave benefit by the Federal or any Provincial Govt. shall surpass this policy document and will be considered as part and parcel of this policy document and any needed amendments shall be made on need basis upon issuance of such notification by the relevant authority(s).

# ANNUAL LEAVES (AL)

* + 1. Every confirmed employee shall be entitled to leave with full pay for a period of **10 working days** after successful completion of probation period, whether in the same or different capacities, for a period of twelve months.
    2. Annual leaves shall be allocated on a prorated basis on a monthly basis. In case an employee leaves the organization before the completion of a year the leave balance will be calculated till the end of the respective month.
    3. AL balance available in the employees account at the end of the year shall be allowed to be carried forward in the following year but any leaves exceeding balance of 12 shall lapse accordingly at any point of time the available leaves balance to employees shall not exceed 12. Weekends/declared holidays falling during the annual leaves shall not be counted as leave. Annual leaves cannot be taken during the probationary period.

# SICK LEAVE (SL)

* + 1. All employees are entitled to **5 Sick Leaves** in a year with full pay.
    2. An employee availing SL must inform his/her Line Manager as soon as possible of his/her intention of availing SL.
    3. Upon resumption of duty, if more than three days of sick leave were availed, a copy of medical certificate has to be submitted to HR through Email.

# Casual LEAVE (CL)

* + 1. All employees are entitled to **5 Casual Leaves** in a year with full pay.
    2. An employee availing CL must inform his/her Line Manager as soon as possible of his/her intention of availing CL.

# MATERNITY LEAVE (ML)

* + 1. All confirmed female employees are entitled to maternity leave of **30 days** and **30 Days** **work from home with full pay**.
    2. However, if requested by the staff member, maternity leave may be extended or be combined with AL or SL balance available to the employee.
    3. This leave can only be granted twice in the employee’s total tenure of service within the organization.
    4. **Procedure:** The employee will initiate an application for maternity leave, preferably 8 weeks or so far ahead of the beginning of the leave as possible to facilitate a substitute. The employee must apply to the department head and the department head will forward approved leave applications to HR. The application must be supported by a medical certificate stating the expected date of delivery.

# PATERNITY LEAVE (ML)

* + 1. All confirmed male employees are entitled to a paternity leave, at the birth of their child, of **5 days with full pay.**
    2. This leave can only be granted twice in the employee’s total tenure of service within the organization.

# COMPASSIONATE LEAVE

* + 1. Management may, at its sole discretion, grant paid compassionate leave(s) to employees in the event of the bereavement of immediate family members.

# LEAVE WITHOUT PAY (LWP)

* + 1. Will be admissible to employees at the discretion of the management. Possible reasons for leaves without pay are listed below but leave without pay is not limited to these reasons.

## Protracted illness

* + Such leaves are subjected to a maximum period of two months inclusive of holidays beyond the scope of Sick Leave.
  + This must be supported by documentary evidence from a medical officer or from a hospital.
  + Any employee having less than three years of service with the company may be granted the following leave as a special case subject to approval from Executive Management Team

## Maternity

* + If confined beyond the scope of rules laid down for regular maternity leave (ML).

## Study

* + If confined beyond the scope of rules laid down for study leave.