



**Address:** Level 8 33/445 Upper Edward St, Springhill

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**Date:** 28 June 2022

## LEAVE POLICY FOR PERMANENT EMPLOYEES

### OBJECTIVE

Pixelz360 understands that employees require leave from work for various reasons therefore have implemented this policy to accommodate and provide paid time off for necessary absences.

This Policy Shall:

- Define the types of acceptable leave;
- Outline the procedures for requesting leave;
- Detail the duration of leave available;
- Outline the paid hours.

### 1. SICK LEAVE

- All permanent employees are entitled to 8 days of paid sick leave.
- Employees requiring sick leave shall contact HR Administrator as soon as possible, indicating the reasons for absence and an expected return to work date.
- Employees may use sick time for personal illness, or illness-related circumstances relating to an immediate family member under their care.
- Employees shall provide medical documentation or other proof of illness upon their return to work in case sick leave exceed from two days.
- Any employee that fails to report an absence, and is away from work for three or more than three consecutive days may be subject to disciplinary action up to and including suspension of employment.
- Full-time employees shall be paid for sick leave according to the format below.

Days	Paid Hours
Monday – Friday	7 Hours
Saturday	5 Hours



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- Part-time employees shall be paid for sick leave according to the format below.

Days	Paid Hours
Monday – Friday	3.5 Hours
Saturday	2.5 Hours

## 2. ANNUAL LEAVE

- All permanent employees are entitled to 8 days of paid annual leave.
- Employees requiring annual leave shall contact HR Administrator as soon as possible, indicating the reasons for absence and an expected return to work date.
- No employee is allowed to take a consecutive annual leave of more than 2 days.
- In case of requiring annual leave for more than 2 days, an employee must inform about it to HR a month prior and wait for the approval.
- Full-time employees shall be paid for annual leave according to the format below.

Days	Paid Hours
Monday – Friday	7 Hours
Saturday	5 Hours

- Part-time employees shall be paid for annual leave according to the format below.

Days	Paid Hours
Monday – Friday	3.5 Hours
Saturday	2.5 Hours



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### 3. NATIONAL HOLIDAYS

- Employees shall be entitled to following National Holidays.

Dates	Description
1 May	Labour Day
14 August	Independence Day

- Full-time employees shall be paid for National Holidays according to the format below.

Days	Paid Hours
Monday – Friday	7 Hours
Saturday	5 Hours

- Part-time employees shall be paid for National Holidays according to the format below.

Days	Paid Hours
Monday – Friday	3.5 Hours
Saturday	2.5 Hours

### 4. RELIGIOUS HOLIDAYS

- Employees shall be entitled to following Religious Holidays.

Dates	Description
1 – 3 Shawwal	Eid-ul-Fitr
10 – 12 Zilhajj	Eid-ul-Adha
9 – 10 Muharram	Ashoora
20 Safar	Chehlum Imam Hussain (a.s)
12 Rabi ul Awal	Eid Milad-un-Nabi



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- Full-time employees shall be paid for Religious Holidays according to the format below.

Days	Paid Hours
Monday – Friday	7 Hours
Saturday	5 Hours

- Part-time employees shall be paid for Religious Holidays according to the format below.

Days	Paid Hours
Monday – Friday	3.5 Hours
Saturday	2.5 Hours

**Prepared by:**

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HR Administrator

**Approved by:**

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Managing Director