

# **Leave Policy of Bdjobs.com Limited**

**(Only for Management & Executive level employees)**

## Executive Summery

The objectives of the leave policy are to ensure all employees have adequate time away from work, and to provide guidance to employees, about the process of taking any particular leave and company's rules and reservations of endorsing leave.

Four categories of leave described in this document by its definition, company's stand point on that particular leave and also the process of accruing it; these five types of leave includes casual leave, sick leave, compensatory leave, leave without pay, and maternity leave. The detail about the leave policy illustrates in the subsequent sections.

In this illustration, rules and procedures of taking leave elaborate precisely for the employees. It is likely that the employees will practice the depicted processes to maintain the discipline of the organization in all circumstances.

The company reserves full rights to amend its policy about leave without further notification and showing any reason.

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# Casual Leave

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## **Definition of Casual Leave:**

Casual leave may be used for unusual personal or family obligations, legal or business matters, family emergencies of a nature that require an employee's immediate attention and any other matter of a personal nature. Casual leave may be used in conjunction with vacation, or for vacation purposes. It may not be used to cover unexcused absences.

## **General guide lines for Casual Leave:**

1. Casual leave must be taken in advance and needs to be applied in prescribed form.  
Approval authority: Department Head and for Department Heads the approval authority is CEO.
2. Regular full-time employees can earn casual leave effective with their dates of job confirmation.
3. Employees in probation period are not eligible to take casual leave.
4. Employees accrue casual leave maximum 10 days in a year.
5. Employees take casual leave for maximum 3 consecutive days.
6. Unused casual leave is not carried forward to the next year.
7. Unused casual leave is not paid in any circumstances.
8. If an employee wants to take casual leave immediate before/after the day of weekly holiday(s)/Govt. holiday(s) and wants to accrue for such leave as of 'leave for only that day(s)', it must be approved by CEO, otherwise, total leave will be calculated as 'leave day(s) + holiday(s)'. For availing such leave, proper justification has to be made in prescribed form.

## **Process of taking Casual Leave:**

An employee who is interested to take casual leave must apply for the leave before accruing towards her/his department head with officially prescribed leave application form. If the department head wants to take the same leave then she/he requires to apply for it towards CEO with the same leave application form. The employee needs to submit the original leave application form to the HR/Admin department before the end of the month in which the leave was taken. The employee can avail it only after aforementioned approval of the intended leave.

# Sick Leave

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## **Definition of Sick Leave:**

Sick leave is intended to provide paid time off for eligible employees who are ill, who have been injured or physically disabled, or who need to take time off for health-related appointments.

## **General guide lines for Sick Leave:**

1. Sick leave generally cannot be taken in advance.
2. Regular full-time employees earn sick leave effective with their dates of job confirmation.
3. Employees in probation are not eligible to take sick leave.
4. Employees accrue sick leave maximum 14 cumulative days in a year.
5. Depending on the circumstances, especially in the case of a sick leave of 2 days or more, a certification from a physician may also be requested at the discretion of the Admin head/CEO after the employee returns to work.
6. Unused sick leave is not carry forward to the next year.
7. Unused sick leave is not paid in any circumstances.
8. If employees want to take sick leave immediate before the day of weekend, such leave must be approved by CEO. For availing such leave, proper justification has to be made in prescribed form.

## **Process of taking Sick Leave:**

1. An employee who is unable to come to work due to illness or such related issues must take sick leave which should notify her/his department head as soon as possible, unless incapacitated.
2. Upon returning to work, the employee must complete the officially prescribed leave application form, have it approved by her/his department head, and submit the original to HR/Administration Department before the end of the month in which the leave was taken.

# Compensatory Leave

(Only for Training Department only)

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## **Definition of Compensatory Leave:**

Compensatory leave is paid time off/leave for an eligible employee having worked additional hours in a workweek; having worked on an official office closing day, a holiday, or a scheduled day off.

## **General guide lines for Compensatory Leave:**

1. Management reserves full rights to decide the eligibility of an employee to avail compensatory leave in all circumstances. Each application for compensatory leave assess individually by the management.
2. Compensatory leave generally cannot be taken in advance.
3. Employee must inform department head about the date when she/he is interested to take the leave and for the department head, she/he requires to inform about the intention to CEO.
4. Regular full-time employees are eligible to apply for compensatory leave effective with their dates of job confirmation.
5. Regular full-time employees avail compensatory leave for maximum 4 days consecutively.
6. Unused compensatory leave is carried forward to the next year, but within first 2 months of the next year.
7. Unused compensatory leave is not paid in any circumstances.

## **Process of taking Compensatory Leave:**

An employee who is granted to take compensatory leave must apply for the leave before accruing towards her/his department head with officially prescribed leave application form and for department head she/he needs to apply towards CEO with the same leave application form. The employee needs to submit the original leave application form to the HR/Admin department before the end of the month in which the leave was taken. The employee can avail it only after prior approval of the intended leave.

# Leave without Pay

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## **Definition of Leave without Pay:**

An employee's approved absence from work without pay that guarantees restoration to the position held by the employee before the leave was taken.

## **General guide lines for Leave without Pay:**

1. Management reserves full rights to decide for an employee to approve leave without pay in all circumstances.
2. Both regular full-time employees and employees in probation are eligible for leave without pay.
3. Employees accrue leave without pay maximum 15 days in a year.
4. Employees stay in leave without pay for maximum 7 consecutive days;
5. If employees stay in leave without pay immediate before the day of weekend (Friday) then the weekend (Friday) will also be counted as unpaid leave as a penalty.

## **Process of taking Leave without Pay:**

An employee who is granted to take leave without pay must apply for the leave before accruing towards her/his department head with officially prescribed leave application form. The department head requires to apply towards CEO with the same application form if she/he wants to take such unpaid leave. The employee needs to submit the original leave application form to the HR/Admin department before the end of the month in which the leave was taken.