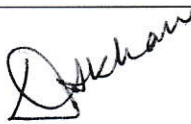




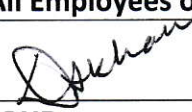
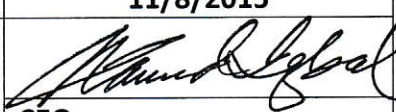
**BRAC IT Services Limited**

## **LEAVE POLICY**

|                        |   |
|------------------------|---|
| Code:                  | biTSHRP07/2015  |
| Version:               | 01  |
| Date of version:       | 11/08/2015  |
| Created by:            | HR & Admin Division   |
| Approved by:           |  |
| Confidentiality level: | High  |

## Change history

| Date | Version | Created by | Description of change |
|------|---------|------------|-----------------------|
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| HR Policy No   | : | biTSHRP07/2015  | Prepared by    | : | HR & Admin Division  |
| Applicable for | : | All Employees of biTS   | Effective Date | : | 11/8/2015  |
| Recommended by | : | <br>HOHR | Approved by    | : | <br>CEO |

## LEAVE POLICY

### 1.0 OBJECTIVES

1. Respond to personal and medical needs of the employees.
2. Provide employees time for rest and recreation which in turn will increase productivity.
3. Encourage junior colleagues and subordinates to temporarily carry out the functions of the person on leave and learn on the job and demonstrate their performance.
4. Ensure transparency of operations through delegating the job to others temporarily.

### 2.0 GENERAL POLICY

1. Standard leave Application Form in ERP will be used to apply for leave. Approved Records will be retained by HR & Admin Division in the Leave Records of HR Module of biTS ERP
2. The competent authority may refuse leave, grant leave for a shorter period than applied for revoke leave of any description and recall an employee before the expiry of his / her leave except leave on medical ground.
3. Any kind of leave may not be granted in combination with or in continuation of any other kind of leave. A period of leave shall be exclusive of any holiday which may occur during such leave period.
4. Willful and unauthorized absence from duty after the expiry of leave shall constitute misconduct.
5. An employee who remains absent after the expiry of his/her approved leave will adjust the additional leave from his/her accrued leave balance/next month's salary.
6. Before proceedings on leave an employee shall handover his / her duties to another employee as directed by his/her superior.

### 3.0 POLICY ADMINISTRATOR

Responsibility and authority to implement this policy is with the HoHR. There will be responsible person(s) who will look after all the issues related to leave under the direct supervision of HoHR.

### 4.0 LEAVE YEAR & APPLICABILITY:

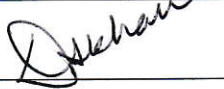

1. This policy supersedes all previous policies and communications
2. Leave is calculated for a period of one calendar year starting from 1<sup>st</sup> January and continue till 31<sup>st</sup> December.
3. This policy is applicable for all employees only unless specified otherwise.
4. The different types of leaves covered under this policy are:

### 5.0 ANNUAL LEAVE

All regular employees (Starting from band 12 and below) will be allowed for 24 days of annual leave per annum. However, employee can apply leave in advance from 7<sup>th</sup> month of the employment. The leave have to be accrued





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Employee who has served one year continuous service can avail 15 continuous calendar days leave as mandatory leave. The rest of the earned leave can be taken all the year round. Any leave taken in advance will be adjusted during the final settlement period.

## 5.1 LEAVE ACCUMULATION

- Annual leave can be carried forward to the next year but total accumulated carried forward leave balance shall not exceed 60(sixty) days.
- An employee would be able to accrue a maximum of 60 (sixty) days of earned leave during his or her tenure with biTS; any number of leave days exceeding this will be forfeited.
- Employees who have already accumulated more than 60(sixty) days of earned leave would have to utilize the excess leave days by December of any year; any remaining leave days would be forfeited.

## 5.2 ENCASHMENT FACILITY OF LEAVE

- Annual leave encashment facility would be allowed to an employee for a maximum of 60 (sixty) days
- Leave taken in advance is to be adjusted during final settlement.

## 6.0 CASUAL/MEDICAL LEAVE

Casual leave means a leave of absence for a very short period granted to an employee who may be unable to attend duty due to sudden illness or urgent private affairs. Casual leave up to 14 days can be granted per year. Not more than 2 days casual leave can be taken at a time and/or in a month. Casual Leave for more than 2 days will be considered as medical leave and has to be supported by medical certificates. In case of prolonged illness the Managing Director & CEO may grant medical leave in excess of medical/casual leave for a period up to one month.

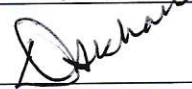
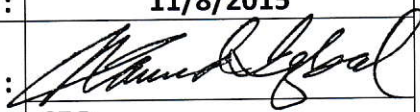
## 7.0 MATERNITY LEAVE

A Female Employee will enjoy Maternity Leave for six months. She will be eligible for this leave with salary after one year service with biTS. In case of less than one year service within biTS, she will be eligible to take this leave without pay. During probation, maternity leave is also applicable without any pay. However, she has to complete the probation after joining back. Any female employee will be entitled to avail this leave for 2 times in her entire service period with biTS.

## 8.0 PATERNITY LEAVE

All regular male employees are entitled to avail paternity leave for a period of 5 working days which will be deducted from casual leave and no separate leave can be allowed in this purpose. Such leave can be taken before and/or after the birth of the child only to look after his family and home. However, this leave will be deducted from Casual Leave. A male employee can avail this leave only twice during his service life.



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## 9.0 LEAVE WITHOUT PAY

Leave Without pay may be granted to an employee on special circumstances where no other leave is admissible under these rules. Maximum Leave without pay period shall not exceed 90 days. Leave without pay can only be granted for prolong sickness and accidental ground. Leave without pay to be recommended by Department Head, Head of Division along with reasoning and to be approved by HoHR. Any exception in this regard to be approved by CEO.

## 10.0 LEAVE DURING PROBATION PERIOD


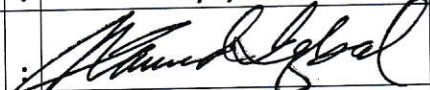
An employee shall not normally avail any annual leave during probation period. Leave shall be granted during this period only on medical grounds and will be adjusted from casual. Upon completion of 6 months service irrespective of confirmation or non-confirmation, an employee can avail annual leave in advance not exceeding 12 days which will be also on medical grounds depending on Dept. Heads, Divisional Heads and HR.

## 11.0 LEAVE FOR CONTRACTUAL EMPLOYEE

A contractual employee shall have 12 days leave for a contract period of 6 months. However, except medical ground, more than 2 days leave cannot be taken in a month.





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## 14.0 STUDY LEAVE

Study leave of maximum 2 years can only be granted to an employee without pay and allowances. This leave shall, however be allowed once in the entire period of service. Study leave will not be granted to the person who has put in less than three years of service and employee who will retire within 5 years of the date on which he/she is likely to return from the study leave.

## 15.0 COMPENSATORY LEAVE

Instead of paying cash to employee who is assigned to finish any task during a stipulated time for which his/her weekend/national holiday/approved leave is being sacrificed, is eligible to get the compensatory leave from his/her supervisor. The compensatory leave day will be decided upon mutual decision between the supervisor and that employee.

1. Any employee is eligible for Compensatory leave except the employee who is doing roster duty in weekend or holidays
2. Minimum eight working hours will be considered for one (1) compensatory leave. However, in a single weekend/holiday, an employee has to work for minimum four (4) hours. Therefore who will work for two holidays, she/he will be eligible for one day compensatory leave.
3. Line Manager has to sanction the compensatory leave at least one working day before assigning the work schedule on weekend/holiday.
4. An employee cannot avail more than 3 days compensatory leave in a row during a month.

## 16.0 POLICY DEVELOPMENT & REVIEW

This Policy will be subject to a periodic review in every two years interval and modification if needed may be carried out by the Human Resources & Admin division of bits in consultation with CEO and Head of Divisions (if any as appropriate)

