

Leave Policy

Issue # 1	Date	Issued by:		
Version 0.1		Approved by:		
Version 0.1		Reviewed by:		
Version 0.1	Sep 1, 2016	Prepared by:	Noor	Mgr. Human Resources

Leave Policy

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1. **Objective**

The purpose of this policy is to lay down rules and regulations for leaves and holidays.

2. **Scope:**

This policy is applicable to all employees of HiQuSystems (Pvt) Ltd.

3. **Administration:**

This policy shall be administered by Manager Human Resources.

4. **Effective Date:**

This will be effective from September 1, 2016.

5. **Amendments:**

All or any part of this policy may be withdrawn or changed at any time by the Management (Approving Authority) at its sole discretion.

6. **Revision**

In case of a material or significant change, the policy will be revised as early as possible. Subsequent versions are planned to be reviewed / issued with a frequency of three years.

7. **Leave Entitled to Staff**

Leave	Entitlement
Earned Leave:	10 Working Days (Accrued every year as mentioned in contract)
Sick Leave:	8 Working Days
Casual Leave:	5 Working Days
Leave Encashment	Up to a maximum of 50% of earned leave balance only

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Maximum Accumulation of Earned Leaves	5 Working Days
Maternity Leaves (for Female Staff)	Up to 90 Days. 45 days may be taken prior to the expected date of delivery and 45 days thereafter.

8. Earned Leave

- 8.1** Earned leave will be counted on a working day basis as such weekly holidays and public.
- 8.2** Holiday's falling during the employee's earned leave will not be counted as a part of their leave.
- 8.3** Earned leave may be accumulated. Leave accumulated in excess of these limits will be forfeited if not availed in next first quarter.
- 8.4** Every year one has to go on leave and should plan accordingly.
- 8.5** An employee will be allowed to encash his/her entitlement, provided that he/she first takes leave for the balance of his/her leave period. However, only in abnormal situations, one may be given full leave encashment with the approval of Management.
- 8.6** Earned leave shall not be subjoined with sick or maternity leave.
- 8.7** No Pro-rata compensation for earned leave will be paid to any employee leaving the company during first year of service under any circumstances. Service period will be calculated from the joining date.
- 8.8** No pro-rata compensation will be made on termination or dismissal on account of misconduct.

9. Casual Leave:

- 9.1** Casual leave (CL) cannot be taken for more than two (2) days at one time.
- 9.2** An employee will give leave application to his/her supervisor prior to taking the CL. However, in case of emergency he/she should let the supervisor & HR know through phone, SMS etc. and that he/she should also get his/her leave approved from supervisor very next day after the CL.
- 9.3** A weekly or public holiday falling between the first and the last day of casual leave period shall be counted as part of the leave.

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9.4 Casual leave cannot be accumulated and if not availed by the end of the standard service year, the unavailed portion cannot be encashed.

9.5 Casual leave cannot be combined with any other leave.

10. Sick Leave

10.1 An employee claiming sick leave more than 2 days will be required to furnish a Medical certificate issued by Registered Medical practitioner or from a qualified Hakeem duly signed by the Supervisor.

10.2 Application for sick leave must be submitted within 3 days of initial absence.

10.3 Sick leave may not be taken immediately before or immediately after earned leave to provide an extended leave period.

10.4 An employee sustaining an injury caused by an accident or due to prolonged illness and wish to take sick leave, he/she must first avail his/her earned leave before applying for sick leave in accordance with these rules. He/she will be eligible to avail special disability leave with or without pay at the discretion of Management after all leave to his/her account is exhausted.

10.5 Sick leave may be accumulated up to 10 days. Sick leave in excess of 20 days will be forfeited.

10.6 The unavailed portion of Sick leave cannot be encashed.

11. Maternity Leave

11.1 Female employees are entitled up to ninety (90) days maternity leave.

11.2 Maternity leave up to forty five (45) working days may be taken prior to expected date of delivery from the total maternity leave entitlement.

11.3 Female employees with a minimum of one year service shall be entitled for Maternity leave.

11.4 Maternity leave shall not be granted for more than two (2) times in the entire service of a female employee. However, any miscarriage or abortion will be considered as sick leave.

11.5 Maternity leave will be without pay for female employees whose length of service is not more than twelve (12) months.

11.6 A female employee cannot encash the remaining balance of the maternity leave.

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12. Compensatory Leave:

- 12.1** If an employee is asked to work on a holiday he/she will be entitled for a compensatory leave. Compensatory leave is applicable to all the permanent staff.
- 12.2** Prior approval of the supervisor must be obtained before any member of the staff performs duty on a weekly or Public Holiday.
- 12.3** Attendance should be marked on arrival when working on any holidays and weekends and it should be marked when leaving after finishing the work.
- 12.4** Compensatory leave may be combined with any other leave, holidays or weekends at the discretion of employee's supervisor. It must be availed within that quarter of performing duties on a weekly or Public Holidays. In case of exigencies of work, the leaves can be accumulated and availed within six months of performing the duties, at the discretion of Management & supervisor.
- 12.5** Compensatory leave cannot be granted for more than 2 days in a month.
- 12.6** In applying for Compensatory Leave, employee must submit leave application form. HR will verify their attendance for the particular month. It is mandatory for the applicant to obtain the leave approval, before proceeding on Compensatory leave.

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