

WhiteBox Leave Policy

1. Purpose

The purpose of this leave policy is to outline the types of leave available to employees and the procedures for requesting and approving leave. This policy aims to ensure that employees have the opportunity to take necessary time off for various reasons while maintaining operational efficiency.

2. Scope

This policy applies to all employees of WhiteBox, including Full-time, Interns, and Employees on probation.

3. Leave Year and Pro Rata Allocation

- **Leave Year:** All leave is available for a calendar year starting from January 1st to December 31st.
- **Total Leave Entitlement:** Full-time Employees are eligible for a total of **24 paid leaves** per year, including annual, casual and sick leave.
- **Pro Rata Basis:** All leave entitlements will be provided on a pro-rata basis depending on the employee's start date.

4. Categories of Leave

4.1 Core Leaves

4.1.1 Annual Leave:

- **Entitlement:** Full-time employees are entitled to **10 days** of paid annual leave per year.
- **Usage:** Employees are encouraged to use their annual leave within the year it is accrued. Unused leave shall not be carried over to the next year.
- **Notification:**
 - For 1-2 days of leave: Provide at least 3 days' notice.
 - For 3-5 days of leave: Provide at least 2 weeks' notice.
 - For 6 or more days of leave: Provide at least 4 weeks' notice.

4.1.2 Sick Leave:

- **Entitlement:** Full-time employees are entitled to **7 days** of paid sick leave per year.
- **Certification:** A medical certificate is required for absences longer than 2 consecutive days.
- **Notification:** Employees must notify their team lead/HOD as soon as possible if they are unable to attend work due to illness.

4.1.3 Casual Leave:

- **Entitlement:** Full-time employees are entitled to **7 days** of casual leave per year.
- **Notification:**
 - For 1-2 days of leave: Provide at least 3 days' notice.
 - For 3-5 days of leave: Provide at least 2 week's notice.
 - For 6 or more days of leave: Provide at least 4 weeks' notice.

Important Note:

Employees can apply for a maximum of **10 working days** of leave from annual, casual, and sick leave combined. Please note that a **4-weeks notice period** is required for taking up to 6 or more leaves.

4.2 Special Leaves

4.2.1 Interns and Employees on Probation:

- **Entitlement:** Interns and employees on probation are entitled to **3 paid leaves** for their internship or probation period.
- **Usage:** These leaves must be taken within the internship or probation period and cannot be carried over.
- **Notification:**
 - 1–2 days of leave: Must be requested 3 days in advance.
 - 3 days of leave: Must be requested 1 week in advance.
 - In case of sickness, it can be notified on the same day.

4.2.2 Maternity Leave:

- **Entitlement:** Full-time female employees who have completed **6 months** of service with the company may take up to **90 days** of maternity leave per year, with the following breakdown:

1. **First 30 days:** Fully paid leave.
2. **Second 30 days:** Unpaid leave.
3. **Last 30 days:**
 - a. Option to work from home or the office.
 - b. If the employee chooses not to work, this period will be unpaid.
 - c. Upon completion of the maternity leave, the employee is expected to return to work on the specified date, unless otherwise agreed upon.

- **Notification:**

1. Employees must provide at least **4 weeks'** notice before taking maternity leave
2. If opting for the work-from-home or office arrangement during the final 30 days, employees must inform their manager at least **1 week** before resuming work.

- **Agreement:**

Eligible employees must sign a contract agreeing to serve in the company for at least **6 months** after the completion of maternity leave.

4.2.3 Paternity Leave:

- **Entitlement:** Full-time male employees may take up to **5 days** of paid paternity leave per year.
- **Notification:** Employees must provide at least **4 weeks'** notice before taking paternity leave.

4.2.4 Hajj/Umrah Leave:

- **Entitlement:** Full-time employees are entitled to **5 days** of additional paid Hajj/Umrah leave.
- **Notification:** Employees must submit a request at least **4 weeks** in advance.

4.2.5 Marriage Leave:

- **Entitlement:** Full-time employees are entitled to **5 days** of additional paid marriage leave.
- **Notification:** Employees must submit a request at least **4 weeks** in advance.

4.2.6 Bereavement Leave:

- **Entitlement:** Full-time employees are entitled to **5 days** of additional paid bereavement leave following the loss of an immediate family member.

- **Notification:** Employees must submit a request as soon as possible upon the death of an immediate family member.
- **Immediate Family:** Includes spouse, parent, child, sibling, or grandparent.

4.2.7 Unpaid Leave:

- **Entitlement:** Employees may request unpaid leaves for personal reasons, subject to approval by their team lead/HOD.
- **Notification:**
 - For 1-2 days of leave: Provide at least 3 days' notice.
 - For 3-5 days of leave: Provide at least 2 weeks' notice.
 - For 6 or more days of leave: Provide at least 4 weeks' notice.
 - In case of sickness it can be notified on the same day.

4.2.8 Public Holidays:

- **Entitlement:** Except for business developers, all other employees are entitled to public holidays observed in accordance with Government notifications.
- Business Developers are entitled to US public holidays.

5. Leave Request and Approval Procedure

- **Request:** Employees must submit leave requests through WhiteBox's Attendance Management System or via email (in case of trouble accessing AMS) to their respective team lead/HOD and HR.
- **Approval:** Leave requests will be reviewed by the employee's team lead/HOD and approved based on operational requirements and the employee's leave balance.
- **Notification:** Employees will be notified of the approval or denial of their leave request by their team lead/HOD via AMS or email.

6. Responsibilities

- **Employees:** Responsible for planning and requesting leave in advance, providing necessary documentation, and ensuring leave is approved before taking time off.
- **Team Lead/HOD:** Responsible for reviewing leave requests, ensuring adequate coverage during employee absences, and communicating leave decisions to employees.

- **HR Department:** Responsible for maintaining accurate leave records, advising employees and team leads/HODs on leave entitlements and procedures, and ensuring compliance with applicable laws.

7. Policy Effective Date

This policy will be enforced immediately from **January 2025**.

8. Policy Review

This leave policy will be reviewed annually by the HR department and updated as necessary to ensure compliance with legal requirements and alignment with organizational goals.

9. Contact Information

For questions or further information regarding this leave policy, employees should contact the HR department at **hr@whiteboxtech.net**.