

## Leave Policy

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## Revision History

REVISION	DATE	DESCRIPTION OF CHANGE
00	22-12-19	First Issue

## Employees Annual Leave Eligibility and Regulations

1. **Annual Leave Entitlement** - An employee has to complete one-full calendar year from the date of joining to be entitled for Annual Leave.
2. **Annual Leave Application** - All Annual Leave applications should be submitted to the HR Dept two (02) Months in advance of the expected / desired travel date (subject to approval). Those employees who are eligible for family tickets required to submit three months advance.
3. **Annual Leave Split (optional / as per work requirements)** - Annual Leave can be taken by splitting it Maximum by two (02) times ONLY. (Tickets will be as per the individual eligibility ONLY).
4. There will be NO Annual Leave Carry-Forwards.

### 4 (a) Example 01 - Staff / Operative Category (Those who are entitled for Annual Tickets)

Date of Joining: 01.01.2019

Date of Annual Leave Entitlement with tickets: 01.01.2020

All Annual Leaves should be taken between: 01.01.2020 to 31.12.2020 (On 31.12.2020, all the remaining annual leave balances will be forfeited).

On 01.01.2021, the entitlement for the 02<sup>nd</sup> Year 02<sup>nd</sup> Term) entitlement will start.

### 4 (b) Example 02 - Staff / Operative Category (Those who are entitled for Every 02 Years Tickets)

Date of Joining: 01.01.2019

Date of Annual Leave Entitlement with tickets: 01.01.2021

All Annual Leaves should be taken between: 01.01.2021 to 31.12.2021 (On 31.12.2021, all the remaining annual leave balances will be forfeited).

On 01.01.2023, the entitlement for the 04<sup>th</sup> Year (02<sup>nd</sup> Term) entitlement will start.

(Note: Ticket entitlement will be as per the Offer of Employment signed during the time of joining, those with ticket entitlements paid on pro-rata monthly basis, No tickets will be provided by the company and they are expected to take leave annually as per Example 01 above)

5. For employees under the **Staff / Operative Category (Those who are entitled for Annual Tickets)**, there will be **NO-LEAVE SALARY PAID IN ADVANCE**. The timesheets will be marked "AL" during the Annual Leave days and will be paid as normal days in the respective Payroll Cycle.
6. For employees under the **Staff / Operative Category (Those who are entitled for Every 02 Years Tickets)**, Annual Leave salary will be calculated and paid in advance before travel.

*(The above is subject to management approval, the Annual Leave Policy is subject to change, the Management reserves the right to change it at their discretion)*