	AKIJ RESOURCES LIMITED	
Policy		**Page No.: 1 of 2**
Title: Leave Policy		
Doc. No.: ARL/HR/RM/01	**Version No.: 01**	**Supersedes:** None
Issue Date: 15/05/2023	**Effective Date:**	**Review Date:**

1. **Purpose:** The purpose of this leave policy is to establish guidelines and procedures for employees to request and take time off from work for various reasons, including vacation, illness, personal emergencies, and other necessary absences.
2. **Scope:** All employees, are eligible for leave benefits as outlined in this policy. However, the specific entitlements may vary based on employment status, length of service, and local employment laws.
3. **Types Of Leave**

3.1 Casual Leave (CL)

- **a.** For Permanent, Contractual Employees : 10 Days
- **b.** Probationary Employees : 03 Days
- **c.** Management Trainee/Trainee Officer (MTO) : 10 Days
- **b.** Intern (Three month) : 03 Days

Terns & Conditions-

a. Casual leave cannot be accumulated and taken in subsequent years & automatically lapses if not availed.
b. Prior notice should be given of casual leave, other than in emergencies, and no more than three (3) days of casual leave can be taken at one time.

3.2 Sick Leave (SL)

- **a.** For Permanent, Contractual Employees : 14 Days
- **b.** Probationary Employees : 07 Days
- **c.** Management Trainee/Trainee Officer (MTO) : 14 Days
- **b.** Intern : 03 Days

Terns & Conditions-

a. Employees should notify their supervisor immediately if they are sick. If they are away for more than three (3) consecutive days a registered medical practitioner's written recommendation for sick leave must be sent to the supervisor.
b. long time leave
c. accidental leave in workplace

3.3 Privilege Leave (PL):

- **a.** For Permanent Management employees

  i. 5 Days for first-year service completed.
  ii. 7 Days for second-year service completed.

iii. 10 Days for Third-year & above service completed

Terns & Conditions-

a. Privilege leave (PL) will be applicable only to permanent management employees (Assistant Officers and above).
b. Those who have completed one year from the date of joining by **31st December,** will be eligible for PL in the following year.
c. Eligible employees on Privilege leave (PL) will be paid **Leave Fare Assistance (LFA)** equal to basic pay.
d. The P/L schedule is to be intimated to the HR Department before the year subject to the approval of the concerned Operations/ Department Head.
e. But in special circumstances, the PL schedule may be rescheduled subject to the permission of the Operations/ Department Head and the same must be intimated to the HR Department one month in advance.
f. In the month in which the PL will enjoy the leave, it must be applied in ERP in the previous month and approved by the supervisor.
g. If an officer's date of joining on the 1st or 2nd of the month is not completed by one year due to weekly or public holidays, they will be eligible for PL.
h. If PL is unconsumed due to leaving the organization, it can be given at the time of final payment.

3.4 Bereavement Leave

a. For All : 05 Days

Terns & Conditions-

a. In case of death of parent, children and spouse.
b. HR & Reporting supervisor approval required

3.5 Maternity Leave

a. For Permanent Female Employee : 112 Days

Terns & Conditions-

a. This leave is granted only for married female Staff / Employee has completed at least (06) six months of service
b. Employee can avail the leave **08 weeks before EDD and 08 weeks after EDD**.
c. Employees should notify their supervisor before three month of EDD with supporting document.
d. This leave is eligible up to 2 children.

3.6 Paternity Leave

a. For Permanent Male Employee : 07 Days

Terms & Conditions-

a. Employees should notify their supervisor immediately during delivery.
d. This leave is eligible up to 2 children.

3.7 Earned Leave

a. For Non-Management Permanent Employee : 20 Days

Terms & Conditions-

a. For each 18 working day, employees will be entitled for 1 day earn leave.
b. Apply for Earned Leave (E/L) at least twice a year.
c. Encashment of unconsumed E/L will be calculated as per day of current basic salary.

3.8 Hajj Leave

a. For Permanent Employee : 40 Days

Terns & Conditions-

a. Any permanent employee who has completed **2 years of service**, shall be entitled to have 40 days paid leave on their whole job tenure.
b. Employee must apply for hajj leave in advance and provide evidence of their intention to perform the pilgrimage.

3.9 Marriage Leave

a. For Permanent Employee : 05 Days

Terms & Conditions-

a. Any permanent employee who has completed 2 years of service, shall be entitled to have 5 days paid leave on their whole job tenure.
b. Employees must request marriage leave from their supervisor & HR department at least 15 days in advance of the leave start date.

3.10 Compensatory Leave

a. For Management Employee AGM to above

i. For weekly day off (Friday & Saturday) & Govt. Holiday : 01 Day

b. For Management Employee Below AGM

i. For Weekly Day off (Friday & Saturday) : 01 Day
ii. For Govt. Holiday : 02 Days basic salary with 1 day leave or 03 days basic salary

Terms & Conditions-

a. Minimum 6 hours work is mandatory on weekly holiday & govt. holiday.
b. Employees must obtain prior approval from their supervisor before working any additional hours and before requesting compensatory time off work. The supervisor must approve the request for compensatory time off work in advance..

N.B:

I. The employee have any emergency requirements, the leave may be granted without pay or as may be decided by the Management.
II. No Leave cannot be added with any other leave, Govt. Holidays & Weekly Day Off.
III. No Leave cannot be carried over to the next year.

Reference: Bangladesh Labor Law 2006, Bangladesh Labor Rules 2013 with amended & existing practice