



COMPANY LEAVE POLICY

BUSINESS UNIT: Chi Limited
DEPARTMENT:HUMAN RESOURCES
DOCUMENT NO:
ISSUE DATE:
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OBJECTIVE:

The objective of this policy is to provide a framework for managing leave within the Company in line with the relevant national legislations and statutes. The policy provides guidelines for planning, scheduling, requesting, approving and monitoring employees' authorized absences.

POLICY STATEMENT

This policy strives to ensure that management of Leave administration is clear , concise, seamless and in line with best practice.

SCOPE

This policy shall be applicable to all full time employees of Chi Limited . It covers all authorized forms of absence from the work place. Treatment and management of leave in respect of Expatriates, International Assignees, fixed-termed workers and other categories of workers will be covered separately under their terms of contract

PURPOSE

The purpose of this Policy is to provide clear guidance on the administration of leave, thereby ensuring that there is compliance and consistency in application across the country .

POLICY RESPONSIBILITY

The Human Resources Director is the Custodian of this Policy and is responsible for any amendment thereof in consultation with the Managing Director.

Leave Policy

Chi Limited promotes a positive and healthy work-life balance, and recognizes the importance of approved absences in achieving this. This policy, which applies to all employees, aims to provide a fair, consistent and equitable approach to the accrual and taking of leave, ensuring that individual needs are balanced with operational requirements.

Scope

This Policy applies to all employees of Chi Limited. This policy covers both paid and unpaid absences from the workplace, where the manager has received notification and provided approval for the employee's absence prior to it taking place.

The absences covered by this policy include;

- Annual Leave
- Casual leave
- Compassionate Leave
- Maternity Leave
- Examination Leave
- Paternity Leave

Principles

- Every employee is entitled to annual leave
- It is important that employees take regular breaks from their duties through annual leave.
- The annual leave is granted subject to operational requirements
- Every Department must fill the Annual Leave Roster at the beginning of every financial year. This must be approved by the Head Of Department and will be the basis for tracking leave compliance by employees in the Department for the year
- Annual leave entitlement is pro-rated for employees who join or exit the organization during a calendar year.
- Annual leave entitlement must be used within the leave year period.
- The duly approved leave form must be sent to Human resources at least 2 weeks before commencement of Leave.
- Confirmation of leave approval, in the form of a letter from Human Resources must be obtained before proceeding on leave

Entitlement

Annual Leave entitlement is as follows;

- 25 working days for employees on Bands 3 and above
- 14 working days for employees on Band 1 &2

Leave Carry Over

- No employee will be allowed to carry over any un-utilized leave from one year to the other.
- All Leave must be used up in the applicable year.

Recall from Annual Leave

Where an employee is recalled from leave, the Head of department as the case may be, must inform the HR business Partner in writing.

Leave Entitlement on Disengagement

Only leave entitlement at the point of disengagement will be monetized if not utilized for the subsisting year

Leave Allowance

- Leave allowance is not applicable to expatriate staff
- Leave allowance is paid as a percentage of employee's current basic salary
- All qualified Employees going on annual leave are entitled to Leave Allowance. Leave allowance is also pro-rated for employees who join or exit the organization part way through a leave year.
- Leave allowance shall be paid in the employees anniversary month of joining, not later than December of each year. The carry-over of leave allowance from one year to another is not permitted.
- The claiming of leave allowance arrears is not permitted in the event of the change in the employee's salary during the course of the year.

Casual Leave

General Principles

- Casual Leave is to enable employees to attend to urgent/immediate unforeseen circumstances.
- Every employee is eligible to apply for casual leave; however there is no entitlement.
- Casual Leave is granted subject to operational requirements and deductible from annual leave entitlement.

- Maximum paid casual leave that can be accessed per leave year is 3 working days.
- Casual leave does not accrue – it is forfeited if not used.

Requesting Casual Leave

- A request for casual leave is through written application to the head of department.
- Where an individual has exhausted their annual leave days or utilized 3 paid casual leave days in the year, any subsequent request for casual leave will be without pay.
- Casual leave request must be duly approved before employee embarks on leave.

Compassionate Leave

General Principles

- Every employee is eligible to apply for compassionate leave
- Compassionate leave is to enable the employee deal with the death of a parent, spouse or child.
- Maximum of 5 working days is granted per instance/bereavement.
- Compassionate leave is not deductible from annual leave.

Requesting compassionate Leave

- A request for compassionate leave is through written application to the Head of Department.
- Requests must be accompanied by documentary evidence that a death has occurred.

Examination Leave

General Principles

- Available for members of staff who are required to take examinations as part of an organization approved course of study
- Employees who qualify are entitled to time off to sit for examinations related to approved course.
- Maximum of 5 working days granted per year

- Examination leave is not deductible from annual leave.
- The number of days granted is limited to the actual number of days of the examination.

Requesting Examination Leave

- Request for examination leave is through written application to the Head of Department
- Request must be accompanied by documentary evidence e.g Examination schedule.

Maternity Leave

General Principles

- Available to female employees of the organization
- Female employees are entitled to 12 weeks maternity leave
- Annual leave entitlement and leave allowance during the year that maternity takes place is also accessible to the employee. i.e. maternity leave is not annual leave consuming
- On return from maternity, employee is entitled to 3 months nursing mother's time. This can be either; arriving one hour after the normal resumption time or closing one hour before the normal closing time.

Requesting Maternity Leave

The application for maternity leave must be supported with a doctor's report/certificate

Sick Leave

General Principles

- Any employee who is medically ill, is eligible to apply for sick leave
- Sick leave is to enable the ailing employee receive medical attention / treatment whilst recuperating .
- Any Sick Leave must be authorized by either the Company Medical Doctor or a Doctor under the Company HMO Medical Scheme.

Long Term Sick Leave

- In the event that the illness is serious and long term, necessitating absence beyond three months, the employee will be put on Long Term Leave Absence.
- During this period, the employee will be paid full salary for the first three months of sick leave absence. Upon resumption, the employee will be required to provide a Medical Certificate of Fitness to work. This must be issued by a certified medical doctor under the HMO Scheme, Company medical doctor or a certified doctor from the Government General Hospital.
- If at the expiration of this first three months and the employee has not recovered sufficiently to resume work, he / she will be placed on half salary for the next three months.
- Upon resumption, the employee will be required to provide a Certificate of Fitness as indicated above.
- However if in the unlikely event that the employee is still not fit for employment or not fully recovered, the company reserves the right to determine the employee's continued stay with the company.

Requesting Sick Leave

- A request for sick leave is through written approval / recommendation by a certified doctor, to the Head of Department of the employee or the Company Human Resources Team.
- Requests / Recommendation must be accompanied by documentary evidence that the employee is actually ill and must state the days of absence.
- Any Sick Leave must be authorized by either the Company Medical Doctor or a Doctor under the Company HMO Medical Scheme


NOTE

1ST and 3rd Saturday of every month is a working day.

PREPARED AND RECOMMENDED BY:

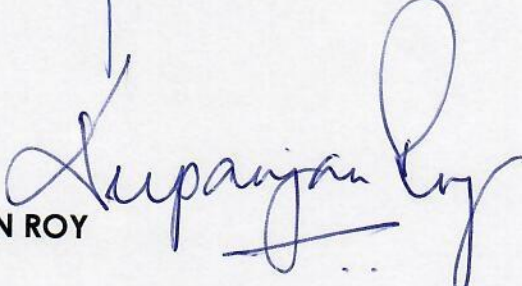
Name: UZOAMAKA BIFOM

Position: HUMAN RESOURCES DIRECTOR

Signature/Date  11/1/2020

APPROVED BY:

Name: DEEPANJAN ROY

 11/1/2020

Position: MANAGING DIRECTOR

Signature/Date: