

Policy: Leave and Work From Home	Effective Date: Nov 1, 2021
Issue: HR/002	

### State of Purpose:

- Atompoint grants annual paid leave to all employees for sick, relaxation, marriage, maternity, examination, or other.

### Definition

- The annual leave entitlement is 24 working days in a calendar year; **14 leisure/rest and 10 sick leaves.**

### Scope:

- All employees will be eligible for annual leave from the joining date; however, they can avail leaves after probation.
- The **leave fiscal year** is from January to December every year.
- The unavailed leaves will be encashed after the end of every fiscal year.

### Approval:

- The HR department and CEO reserve the right to disapprove a leave request, allow a partial request, revoke approval if already granted, and/or recall an employee before the expiry of the leave period.
- Two leaves are accumulated in a month after probation/confirmation.
- The employees are not allowed to take more than the accumulated leaves monthly.
- The leaves to be taken for more than the accumulated or longer time period will only be accepted if the employee makes sure to complete his/her tasks, gets approval from the HR and CEO, or in any case of emergency
- In a total year employees can not take more than 14 leisure/rest leaves & 10 sick leaves (eg 24 leaves at once) unless you have approval for that.
- In case of sick leaves, medical evidence is required.

### Notice/Probation Period:

- No leaves are allowed in the notice or probation period.
- In the probation period, leaves can only be granted in case of emergency or sickness not more than 2 that also after the approval from the HR and CEO.



## Policy Highlights

Period	Month 1	Month 2	Month 3	Month 4			Total
Probation					In probation, <b>2 approved</b> leaves only in case of sickness or emergency		2
					<b>After probation</b>		<b>0</b>
Permanent	2	2+2 = 4	4+2= 6	6+2=8	Continued same for the rest of the months for the year (2 leaves for each month)	24 total leaves	<b>Example:</b> Accumulated leaves for 4 months = 8  (The leaves to be taken for more than the accumulated or longer time will only be accepted after the approval from the HR and CEO, or in any case of emergency)
Notice					<b>No leaves/WFH</b>		<b>0</b>

### 1.05 Procedure (Leave):

- All employees are required to submit their leave applications with a specific reason through email (haniya.s@atompoin.com).
- Get approval from the team lead or the reporting manager by keeping them in the CC.
- Final approval from HR.

### Work From Home:

- All the employees are required to drop an email with the specific reason if they want to WFH inform a day prior (haniya.s@atompoin.com).
- Get approval from the team lead or the reporting manager by keeping them in the CC.
- Approval from the HR.

### Procedure to WFH

- Check-in and check out is compulsory
- Available online and should respond within 20 minutes

