

Policy: Leave and Work From Home	Effective Date: Jan 01, 2023
Issue: HR/005	

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.
- In general, two leaves are allowed to be taken in a month.
- The leaves to be taken for the longer time period will only be accepted after approval from the team lead, HR and CEO.
- 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 after the approval from the HR and CEO.
- In the probation period, WFH isn't allowed. It can only be granted in exceptional cases only after approval from HR and the CEO.



Policy Highlights

- The employees taking leaves for 2 weeks in a month would not be allowed to take further leaves for more than 5 days or so for a period of at least the next 2 months unless it is an emergency or approved by the CEO. However, if the employee still wishes to take leaves would be considered unpaid leaves.
- The CEO/CTO can approve or reject the leaves at its sole discretion.

1.05 Procedure (Leave):

- All employees must 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.
- Employees taking leaves for more than a week should inform and email at least one month in advance.

Work From Home:

- A maximum of (4) work from homes are allowed during a month (one per week). Any more requests will not be approved and will be considered as a day off.
- In case any employee may require any additional WFH than the allotted quota, approval would be needed from company management.
- All the employees are required to drop an email with the specific reason if they want to 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 HR.

Procedure to WFH

- Check-in and check-out are compulsory
- Available online and should respond within 20 minutes
- If unavailable for a longer time, the day would be considered as an off.

