

Policy: Leave and Work From Home	Effective Date: Jan 01, 2024
Issue: HR/L-WFH/006	

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 after completing their probation.
- The leave fiscal year is from January to December every year.
- At the end of each fiscal year, unutilized leave days will be subject to encashment.

Approval:

- The management reserves 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 a longer time duration will only be accepted after approval from the management.
- In a total year, employees cannot take more than 14 leisure/rest leaves & 10 sick leaves (eg 24 leaves at once) unless you have approval for that.
- In case of more than 2 days of sick leave, 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 up to 2 days after the approval from the management
- In the probation period, WFH isn't allowed. It can only be granted in exceptional cases after approval from management.



Policy Highlights:

- Longer-term Leave Requirements:
 - Leaves for a duration of 5 to 10 days must be requested for approval at least 1 month before the date.
 - With 10 days of leave, no additional work-from-home days for a week would be considered, making it a 15-day leave.
- Employees with Extended Leave:
 - Employees are restricted from taking more than 4 days of leave until 2 months after having a two-week or 10 consecutive days off availed.
 - Exceptions can be made for emergencies or leave approved by the management
 - If an employee still wishes to take leave after disapproval, it will be considered unpaid leave.
- Additional Leave Restrictions:
 - Employees are not allowed to take more than 10 consecutive days of leave at a time.
 - Requests for more than 10 days must be discussed with HR and approved by the CEO in uncertain emergencies.
- Ensuring Project Integrity During Employee Absence:
 - Employees must provide a reasonable plan for handling the projects that were assigned to them during the period of leave without affecting the deadline and quality of work
- Leave Adjustment for Early Exits
 - A pro-rated formula will determine the expected leave utilization by the time of exit. If the actual leave taken exceeds this calculated amount, adjustments will be made in the Full and Final Settlement (FNF). Note: 2 leaves per month.

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 5 days or more should inform and email at least one month in advance.

Work From Home:

- WFH Quota:
 - Maximum of four WFH days allowed per month
 - One WFH day is permitted each week



- Additional WFH Requests:
 - Beyond the quota, additional requests will not be approved
 - Excess requests will be treated as a day off
 - Approval for extra WFH days must be obtained from company management beforehand.
- Planned WFH:
 - Inform by sending an email to HR (haniya.s@atompoin.com) a day prior and before 12:00 am
 - CC the team lead or reporting manager for visibility
 - Managers are expected to respond within 2 hours of receiving your request with their decision.
 - Approval from HR is necessary
- Timing of WFH Requests:
 - WFH requests are not accepted on the same day morning.
 - Such requests will be considered as leave
 - Submit WFH requests a day before or before 12:00 am for approval
- Emergency WFH:
 - In case of emergencies requiring unplanned WFH, reach out to Project Manager (PM) and HR for necessary arrangements
- Timing of WFH Frequency:
 - While we encourage a healthy work-life balance and offer one WFH day per week, please note the following: Consecutive WFH days (sandwiching the weekend) won't be considered.
 - If you opt for WFH on Friday, kindly refrain from requesting WFH on the subsequent Monday. If you still do, that would be considered as the day off.

Guidelines 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.

