

Subject: **ATTENDANCE & LEAVE PROCEDURE**

In supercession of all previous orders/instructions issued with reference to attendance & leaves, following new attendance and leave procedure is hereby notified for strict compliance by the all Departments/Wings of the Company.

1. The leave year is calendar year from 1st January to December 31st.
2. Employees who will join between these dates i.e. 1st January to December 31st can avail leaves on prorata basis in case of EL only, and full quota of casual leave which is maximum 10 days.
3. Prior approval for leave is compulsory, however in case of emergency or sudden need the employee should inform through telephone on the day of leave and submit written application on the very first day after the leave. The employee should mention nature of leave (CL / Medical Leave or EL) availed on the leave application form and attendance register.
4. In case of medical leave for more than three days medical certificate from Medical practitioner is compulsory. Absence period will be treated as leave without pay & allowances.
5. If any employee remains absent from duty without information / prior approval for more than 10 days the company has right to take necessary action against the employee as per company policy/rules and regulation which may lead to termination.
6. All employees must take leave approval on proper leave application form. All Head of Department are required to send all kind of leave applications duly approved by the Competent Authority and complete in all respect to HR department immediately. Basic responsibility to ensure attendance in the office is of the concerned Installation Manager. This may be noted for strict compliance as a new measure to strengthen internal control.
7. HR department will verify the leaves by checking corresponding entries in the attendance register. This check will be performed randomly.
8. If a person cannot avail the earned leave during the year, his/her leave will be carried forward to the next year after which his/her leave will expire.
9. Ten Casual/medical leaves are allowed to a person during the year and cannot be carried forward to the next year.

10. In case of serious illness / hospitalization, medical certificate from govt. Hospital or Hospital on our insurance company's panel will be acceptable and he/she will be granted special leave on serious illness after availing all entitled leaves only.
11. Twenty four earned leaves are entitled to an employee during the year Leaves are earned by the employee during the year on prorata basis i.e after one month the employee is entitled to two earned leaves.
12. In case of absence of any employee or leave without pay, concerned Managers is responsible to intimate the HR Department immediately in writing alongwith recommendations to take appropriate action on this account. Any failure causing financial loss to the Company in this respect, concerned installation manager shall be made.
13. All Departmental Head/ Sr. Managers / Managers shall be responsible to send complete monthly attendance registers/copies duly verified to HR Department latest by 5th of every month.
14. HR Department will conduct random visit of PRAL field offices to check attendance with prior approval of the schedule by the Chief Executive Officer.

(Muhammad Shahzad)
Deputy Manager (HRM)

Copy to

- i) CEO-PRAL
- ii) General Manager (SD)
- iii) SA to CEO
- iv) All Head of Departments/Sr. Managers/ Regional Managers/Area Managers/Installation Managers
- v) Office File