

Hours of Work & Holiday Policy

1.1 Hours of Work and Break Policy:

- 1.1.1 The Employee will work 5 days a week, 8 hours per day thus 40 hours per week. Working shift will be decided by the company and the employee must be flexible to work on any shift as per the company requirements. On occasion, we may ask you to do overtime which will be paid on flat hourly rate.
- 1.1.2 Employees are free to take short breaks of no more than 10 minutes sporadically throughout the day, and the lunch break shouldn't exceed 45 minutes on a day.
- 1.1.3 Work time lost as a result of employees found to abuse break times or late entries will be deducted from the employee's salary on hourly basis.
- 1.1.4 If someone has a late entry of total 45 minutes a week, S/he will receive a penalty of half day salary deduction. This 45 minutes include regular late entries, early outs or over breaks and excludes prebooked hourly leave which is booked at least one day in advance to client/line manager.
- 1.1.5 Two times penalty in a month will result in official warning, and 3 such warnings may lead to termination.

1.2 Holiday Policy:

- 1.2.1 The Employee is entitled to get 15 days Public Holiday in total per year as per the Staff India Holiday Calendar. These Public Holidays are a combination of US/UK/EU Bank Holidays plus important religious holidays of the local country, namely Bangladesh.
- 1.2.2 The Employee may on occasion be required to work on a Statutory Public Holiday. Reasonable notice of such requirement will be given and the Employee will be permitted to take another day as vacation instead or receive payment at flat hourly rate.
- 1.2.3 The Employee is also entitled to have 15 days Paid Leave per year (April-March Calendar Year) which they must request in advance to their line manager.
- 1.2.4 No more than 5 days holiday is allowed in one go, in every 4 months.
- 1.2.5 Minimum 5 working days prior notice is required for no more than 2 days leave; otherwise 10 working days prior notice is must for more than 2 days leave.
- 1.2.6 Any leave taken without prior notice will be acknowledged as UNPAID. Salary will be deducted at flat hourly rate.
- 1.2.7 Employees are not allowed to request additional holidays to their line managers during the longer Regional Public Holidays (namely Eid/Puja).
- 1.2.8 Employees are not permitted to request any leave on the first two months with a new client unless it is serious sickness in which case they have to submit valid Medical References from a recognized doctor/hospital as a proof of his/her sickness.
- 1.2.9 Failure to provide the Medical Reference will result in a disciplinary warning, which combined with any other disciplinary warning may lead to dismissal.
- 1.2.10 No paid leave is allowed on first three months of probation period.

I, the undersigned Employee, hereby acknowledge that I have read, understood and accepted these terms and conditions.

Signature : _____

Full Name : _____ Alias Name: _____

Date : _____

For any information regarding this document please Call our BD office at:
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