



Circular #: HR-05/2017

Wednesday, March 22, 2017

INTRODUCTION OF LEAVE FARE ASSISTANCE (LFA)

Dear All,

We are pleased to inform you that effective 01-Jan-17 GO Management & Non-Management Employees will be eligible for "Leave Fare Assistance (LFA)".

Scope

The purpose of this policy is to introduce Leave Fare Assistance (LFA) for GO employees. LFA aims to encourage employees to avail certain period of mandatory annual leaves.

Leave Fare Assistance

Permanent employees shall be eligible to LFA equivalent to one month's gross salary in a calendar year for each completed year of service, provided that the employee is granted annual leaves for not less than 15 days at the time of claiming LFA.

LFA is right of an employee only in case he avails leaves of at least 15 days, therefore LFA will not be payable in case of resignation or termination of an employee.

Time Period

Time period for eligibility to claim LFA will be considered on calendar year basis.

An employee will only be able to claim LFA after recruitment and each year thereon, provided he has served for at least six months for that calendar year.

Further, an employee will be entitled to claim LFA for a year within that year or six months from the close of that year, in case the leave is denied by the reporting manager. If not claimed within the stipulated time, right to claim LFA will lapse.



Leave Refusal

Employees are encouraged to avail a mandatory period of leave for each year of service and all HODs are advised to allow & plan for such leaves. However, in case leave is refused due to any reason, the reporting manager should reschedule leaves within allowable period of calendar year and six months after calendar year. In case leave is not rescheduled, the case will be referred to CEO for decision.

Procedure

The following procedure will be followed:

- An employee applying for annual leaves and LFA will apply to reporting manager for annual leaves.
- Reporting manager after consideration of all factors involved may approve the leave application. After approval from reporting manager, leave application will be forwarded to relevant HOD; if different from reporting manager.
- Leave applications for HODs will be forwarded to CEO for approval.
- Relevant HOD will forward approved leave form to Human Resource & Admin Department (HR & A) for payment, HR & A will verify the eligibility and forward to finance for processing. HR & A & Finance and Accounts Department will ensure payment before start of leave period.
- Employee's approved leave application should reach HR & A at least 10 days prior to start of leave period.
- In Case leave application is refused for whole calendar year and six months relaxation period, reporting manager will forward the refused application to HR & A for record, which will forward the case to CEO for decision.

Thanks & regards,

Khalid Riaz

Chairman

Cc: Finance Department