



Circular #: HR-06/Ver-02/2015
Monday, August 06, 2018

LEAVE POLICY

1. Annual Leave Policy

The aim of this policy is to outline the eligibility and guidelines for employees regarding their annual leaves.

2. Guide Lines

A leave year is defined as the period from January 1 to December 31, during which employees are expected to utilize the leave accruing to them in a respective year.

The Gas & Oil Pakistan Ltd. (GO) annual leave entitlement is based on calendar days. Public holidays are not counted against annual leave entitlements. Regardless of their grades all employees will be entitled to 35 calendar days' annual leave in total including sick leave in one calendar year.

- a) Any employee who joins Gas & Oil Pakistan Ltd. (GO) in between the calendar year will be assigned leave on pro-rata basis;
- b) All employees will become eligible to avail annual leave upon confirmation. However, the entitlement will be assigned from the date of joining;
- c) All staff leave must be authorized by the immediate manager. The Leave application form must be completed and forwarded to the HR department after approval by the line manager, for further processing and maintenance of employee leave records;

All employees are encouraged to plan their leave and inform their line manager(s) at least 10 days in advance. All line managers should support their teams so they can avail their annual leave, no annual leave will be en-cashed and can be carried forward to the extent of 15 days only for the next year. The number of annual leave in any case will not exceed 50 days in any given year.

In case if the employee leaves the organization these leave will be settled with final settlement. The calculation will be based on last drawn monthly salary as per following formula:

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Monthly Gross Salary / 30 days' x total accumulated leave balance = Annual Leave Payment

3. Procedure

- a) For annual leave, employees must complete the Leave Application Form (APPENDIX # 14) and submit it in advance of their leave to their immediate manager. It is solely employee responsibility to ensure that his/her leave application form is approved and reaches HR department before proceeding on leave. Also, employee needs to ensure the balance available before availing annual leave. Any extra day availed will be settled from salary;
- b) Leave will be authorized by the immediate manager and be subject to work commitments and employee's remaining leave balance;
- c) The leave application form will be forwarded to HR department for further processing and record;

4. Sick Leave

Every eligible employee is entitled to actual up to, 10 days' sick leave. In case of serious and prolonged illness, the concerned manager with consultation of Chief Executive will make a decision regarding continuing sickness on individual basis.

The number of days of sick leave taken may be continuous or interrupted; however, the medical certificate will be required from the concerned doctor / hospital for being sick and nature of treatment. Sick Leave will be calculated based on the calendar year and all remaining leave lapses on December 31. HR Department will be responsible to keep the records up-to-date for all employees respectively. No remuneration is payable if the illness is the result of the employee's misconduct (for example, having consumed alcohol or narcotic drugs).

All employees must file Leave Application Form upon returning to work and approve their leaves from line managers and submit it to HR department.

Sickness Absence Certificate for more than 2 Calendar Days

Any employee who is absent for more than 2 calendar days as a result of sickness or injury is required, in addition to notifying their immediate manager, to obtain a medical certificate issued by a doctor (a qualified medical practitioner). The certificate

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should be submitted to the HR department, such certificates must state the date of examination, the diagnosis made and the period of incapacity, if any. During approved Sick leave, employees shall receive their complete salary plus any benefits applicable according to the band level entitlement.

5. Maternity Leave

a) Eligibility

A married female employee (permanent and confirmed) who has been in regular service of the company for at least 12 months prior to the date of confinement will be eligible for maternity leave.

b) Entitlement

An eligible employee shall be entitled to maternity leave with pay for 6 weeks before and 6 weeks after her confinement, two times during service with the company.

c) Procedure

The employee must give a written request supported by a medical certificate, informing that she expects to be confined, at least one month in advance of the proposed start date of leave.

In case the employee has not given the notice referred to above, and has given birth, she should, within seven days, inform that she has given birth.

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