





TASKEEN HEALTH INITIATIVE

LEAVE POLICY

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Approved By COO/CEO	Signature: 	Date: 27th January, 2023

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A Company set up under section 42 of the Company's Act 2017
3rd Floor, Plot # 73C, Jami Commercial, 8th Commercial Street, Phase 7, DHA, Karachi, 75500
0316-8275336
hello@taskeen.org
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LEAVE POLICY

POLICY STATEMENT

The purpose of this leave policy is to provide a clear framework for managing employee leave while promoting employee wellbeing and ensuring that all employees have access to supportive measures that accommodate their personal and family needs. It ensures fairness and transparency in leave requests and approvals, helping both employees and managers plan effectively for time off.

SCOPE

This Leave Policy applies to all employees of the company, including full-time and part-time unless otherwise specified in their individual employment contracts.

The following are the leave types provided by Taskeen:

1. Annual Leave
2. Casual Leave
3. Sick Leave
4. Menstrual Leave
5. Compensatory Leave
6. Religious Leave
7. Maternity Leave
8. Paternity Leave
9. Sabbatical Leave
10. Bereavement Leave
11. Leave Without Pay

1. ANNUAL LEAVE (AL)

1.1. Description

It is a type of paid time off that is granted to employees to provide rest and recreation away from work duties. It is accrued over the course of a year and can be used for vacations, personal matters, or leisure

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activities.

1.2. Entitlement

- **Full-Time Employees:** Regular full-time employees are entitled to a maximum of 14 days of annual leave per year.
- **Part-Time Employees:** Regular part-time employees are entitled to a maximum of 7 days of annual leave per year.

1.3. Utilization and Application

- These leaves are allocated annually to the employee's leave account for the calendar year. Employees can apply for their leave directly through the HR Software.
- Employees must apply for annual leave at least 15 days in advance.
- Annual leave cannot be carried forward to the next year. However, any unutilized annual leave is eligible for encashment as per company policy. For employees who resign, annual leave will be calculated on a pro-rata basis up to their last working day and will be included in the final settlement.
- Leave encashment for annual leave will be based on the last drawn salary. For employees whose employment status has changed from full-time to part-time or vice versa, the encashment will be calculated proportionately based on the duration served under each employment type, rather than solely on the most recent status.

2. CASUAL LEAVE (CL)

2.1. Description

It is a type of paid leave, which is granted when an employee has to attend to personal matters or unforeseen contingencies.

2.2. Entitlement

- **Full-Time Employees:** Regular full-time employees are entitled to a maximum of 10 days of casual

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leave per year.

- **Part-Time Employees:** Regular part-time employees are entitled to a maximum of 5 days of casual leave per year.

2.3. Utilization and Application

- These leaves are allocated annually to the employee's leave account for the calendar year. Employees can apply for their leave directly through the HR Software.
- Employees must apply for casual leave at least 2 days in advance.
- Casual leave can be taken for a minimum of half a day and a maximum of 2 consecutive days.
- Leave extending beyond 2 consecutive days should be taken as annual leave.
- Casual leave cannot be carried forward to the next year nor it is eligible for encashment
- Casual Leave must be preceded or followed by a working day. If not, the leave may be subject to adjustment as Annual Leave at the discretion of the Line Manager and Head of HR.
- If a weekend or public holiday falls between two casual leave days, the leave will be considered valid only if there is a working day immediately before or after the leave period. Otherwise, the casual leave will be treated as Annual Leave.

3. SICK LEAVE (SL)

3.1. Description

It is a type of paid leave, which is granted when an employee is unable to perform his/her duties on account of sickness or injury.

3.2. Entitlement

- **Full-Time Employees:** Regular full-time employees can avail a maximum of 8 days of sick leave per year.
- **Part-Time Employees:** Regular part-time employees can avail a maximum of 4 days of sick leave per

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year.

3.3. Utilization and Application

- These leaves are allocated annually to the employee's leave account for the calendar year. Employees can apply for their leave directly through the HR Software.
- Sick leave should be applied one day in advance, or in case of an emergency, notification at least 12 hours prior is acceptable.
- Sick leave can only be availed after obtaining approval from both the employee's line manager and the Head of HR.
- Sick leave cannot be carried forward to the next year and is not eligible for encashment.
- Sick leave can be taken for a minimum of half day and a maximum of 2 consecutive days. For leave extending beyond 2 days, a medical certificate is required.
- Employees experiencing prolonged illness must inform their immediate reporting manager and Head of HR at regular intervals about their condition and the most probable date of return.
- Serious cases of injury/illness will be viewed on a case-to-case basis. However, these need to be communicated in writing for the necessary approval from the Supervisor. Clubbing sick leaves with the other leaves in such cases will be at the discretion of the Manager in consultation with HR.

4. MENSTRUAL LEAVE

4.1. Description

It is a type of paid leave, which is granted when an employee is unable to perform his/her duties on account of menstrual discomfort or related symptoms. This leave is designed to support the wellbeing and health of employees during their menstrual cycle.

4.2. Entitlement

- Female employees experiencing discomfort at the workplace during their menstrual periods may

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request for one day leave or to work from home for a maximum of 2 consecutive days.

4.3. Utilization and Application

- These leaves are allocated annually to the employee's leave account for the calendar year. Employees can apply for their leave directly through the HR Software.
- Menstrual leave is allocated on a pro-rata basis, calculated from the month of employment confirmation to December of the same year. Employees are entitled to a maximum of one menstrual leave per month, totaling up to 12 days per calendar year.
- If an employee experiences extreme pain or discomfort that affects their ability to perform work duties effectively, they may take one-day menstrual leave. Any extension beyond this one day will be deducted from sick leave, following the appropriate protocol.
- A medical certificate is not required for taking menstrual leave. However, if more than 2 days of sick leave are needed, a medical certificate will be required.
- Menstrual leave is not accumulated, cannot be carried forward to the next year, and is not eligible for encashment.
- There is zero tolerance for any harassment, resistance, or discrimination by supervisors towards employees availing benefits under this policy. Employees are encouraged to report any issues or concerns to the Human Resources team immediately.

5. COMPENSATORY LEAVE (CL)

5.1. Description

This leave type allows eligible employees who work on one of their scheduled off days (excluding Sunday) to take an equivalent day off later. The compensatory leave ensures that the absence is not deducted from their paid leave balance or marked as unpaid, especially during the probation period.

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5.2. Entitlement

- Compensatory leave primarily applies to helpline coordinators, psychologists, and counselors who follow a hybrid shift schedule. For other employees, compensatory leave may be considered on a case-by-case basis, subject to managerial approval and operational requirements.
- Employees may take compensatory leave either by first availing leave on a working day and compensating for it by working on a subsequent off day (excluding Sunday), or by first working on an off day (excluding Sunday) and later availing leave on a designated workday, subject to managerial approval and operational feasibility.
- This flexibility is intended to support both employee needs and continuity of services and is especially encouraged during the probation period when paid leave is not available.
- Compensatory leave is not an entitlement and is subject to approval based on service requirements.
- It is not applicable to all employees.

5.3. Utilization and Application

- All compensatory leave arrangements must be pre-approved by the employee's line manager and head of HR, based on operational feasibility.
- The leave will be recorded in the system only upon confirmation that the day has been compensated within the same payroll cycle or a mutually agreed timeframe.
- Unused compensatory leave is not eligible for encashment and will lapse after the validity period.
- In case of resignation, any unused compensatory leave will not be included in the final settlement.

6. RELIGIOUS LEAVE (RL)

6.1. Description

To support religious and cultural inclusivity, religious leave is allocated to employees who wish to observe festivals that are not part of the organization's general holiday calendar.

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6.2. Entitlement

- Religious leave is not allocated by default and is considered on a case-by-case basis.
- The number of days and approval of leave depends on the nature of the occasion and operational requirements.

6.3. Utilization and Application

- Employees must email their line manager with HR in CC in advance, specifying the religious occasion and the intended leave dates.
- The line manager will review the request and, upon confirmation from the Head of HR, approve the leave based on the relevance of the occasion and business needs.
- Religious leave can only be availed after obtaining approval from both the employee's line manager and the Head of HR.
- Once approved, the leave will be allocated in the system and will be treated as paid leave (unless otherwise communicated).
- Religious Leave should be applied for at least 2 days in advance.
- Religious Leave cannot be carried forward to the next year and is not eligible for encashment.

7. MATERNITY LEAVE (ML)

7.1. Description

Maternity leave is granted to female employees around the time of childbirth. This leave is provided to support the health and well-being of the mother and newborn, ensuring adequate time for recovery and bonding.

7.2. Entitlement

- All permanent, married female employees are eligible for 90 days of maternity leave.
- Eligibility for this benefit is subject to the completion of a minimum of one (1) year of continuous service with the organization from the employee's date of joining.

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- Maternity leave shall be counted on a calendar day basis, inclusive of weekends and any public holidays falling within the leave period. Entitlement will not be prorated or adjusted for non-working days.

7.3. Utilization and Application

- The employee must submit the leave application at least one month in advance, along with a certificate from the doctor specifying the expected date of delivery, to their Supervisor and provide a copy to the HR Department.
- Maternity leave can only be availed after obtaining approval from both the employee's line manager and the Head of HR.
- Upon approval, the maternity leave will be added to the employee's leave account. Employees can apply for their leave directly through the HR Software.
- Maternity leave is restricted to two deliveries per employee during their entire service with the company.
- Maternity leave cannot be credited, accumulated, or encashed.

8. PATERNITY LEAVE (PL)

8.1. Description

Paternity leave is a short-term leave granted to male employees at the time of their child's birth. This leave allows fathers to support their spouse/partner during childbirth and spend valuable early bonding time with their newborn.

8.2. Entitlement

- All permanent male employees who are married are entitled to 10 days of paternity leave.
- Eligibility for this benefit is subject to the completion of a minimum of one (1) year of continuous service with the organization from the employee's date of joining.

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- Paternity leave shall be counted on a calendar day basis, inclusive of weekends and any public holidays falling within the leave period. Entitlement will not be prorated or adjusted for non-working days.

8.3. Utilization and Application

- The male employee must submit the leave application at least 15 days in advance, along with a certificate from the doctor specifying the expected date of delivery, to their Supervisor and provide a copy to the HR Department.
- Paternity leave can only be availed after obtaining approval from both the employee's line manager and the Head of HR.
- Upon approval, the paternity leave will be added to the employee's leave account. Employees can apply for their leave directly through the HR Software.
- Paternity leave is restricted to two deliveries per employee during their entire service with the company.
- Paternity leave cannot be credited, accumulated, or encashed.

9. SABBATICAL LEAVE

9.1. Description

Taskeen Health Initiative recognizes the value of providing opportunities for personal and professional growth to its employees. The Sabbatical Leave Policy is designed to enable employees to pursue personal interests, further education, engage in volunteer work, or attend to family responsibilities without risking their employment status with Taskeen Health Initiative. To support this, the organization offers Sabbatical Leave policy, allowing eligible employees to take extended unpaid leave for a period of up to three months.

9.2. Entitlement

- All full-time employees who have completed a minimum of two years of continuous service with the organization are eligible for sabbatical leave.

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- Since the eligibility for sabbatical leave requires at least two years of continuous service, employees with less than two years but at least one year of continuous service may be considered on a case-by-case basis, subject to strict evaluation of the case.
- Employees on sabbatical leave will not be required to take any accrued leave during this period but will also not accrue any leave during the sabbatical period.
- Employees on sabbatical leave are not reimbursed for tuition fees or fees for any activities or training undertaken during the sabbatical leave period. Employees will not be reimbursed for expenses accrued during their sabbatical leave (e.g., fuel or transit).
- Employees who collaborate with or accept paid work from any other organization will have their work contracts with us terminated.
- Employees who wish to take sabbatical leave for research and innovation projects tied to developing their skills for our company must submit a brief proposal to their manager, outlining their ideas and plans. After the sabbatical leave period, employees should submit a report on the results of their projects.
- Accomplishments related to the employee's role in our company will become the property of the company. Accomplishments unrelated to the employee's role in our company (i.e., writing a book or creating new products) will remain the property of the individual.

9.3. Utilization and Application

- An employee taking sabbatical leave must provide written email notice to their line manager and HR at least one month in advance, specifying the duration of the leave or the expected leave period. Upon approval, the sabbatical leave will be added to the employee's leave account.
- The request should outline the purpose, duration, and expected benefits of the Sabbatical Leave.
- Upon receiving the request, the line manager will evaluate its feasibility and discuss it with the employee to ensure clarity on expectations and responsibilities during the leave period.
- Following the discussion, the Line Manager will forward the request to the Head of Department (HOD) for formal approval.

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- After HOD approval, the request will be submitted to the CEO/COO for final authorization.
- If approved, the HR department will be notified to process the Sabbatical Leave.
- During the Sabbatical Leave period, employees are expected to remain reachable and may be required to provide periodic updates to their line manager or HR department.
- At the end of the Sabbatical Leave period, the employee is expected to return to work on the agreed-upon date.

9.4. Terms and Conditions

- Sabbatical leave is granted based on individual circumstances and is not available to all employees automatically. The approval of sabbatical leave depends on the specific situation and needs of the employee, as well as the company's policies and operational requirements.
- Sabbatical Leave is unpaid, and employees will not receive their regular salary or benefits during this period.
- Employees do not have to use the full number of months of sabbatical leave, but they must use the months consecutively.
- Parental leave and long-term sick leave will not count toward an employee's years of service.
- Only a maximum of one employee per department and two employees across the organization can be on Sabbatical Leave at any given time.
- While on sabbatical leave, employment status, contracts, and benefits will remain intact and all employees will return to their position (or an equivalent) after their sabbatical leave period.
- Employees will not use their sabbatical leave to increase their paid time off or vacation leave.
- Failure to comply with the terms and conditions of Sabbatical Leave may result in the termination of employment with Taskeen Health Initiative.
- Sabbatical leave periods will be granted or denied only according to the above criteria. Managers and HR will not be allowed to discriminate when reviewing sabbatical leave requests.

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10. BEREAVEMENT LEAVE (BL)

10.1. Description

Bereavement leave is provided to support employees during the difficult time of losing a loved one. It allows time off to grieve, attend funeral services, and manage related responsibilities.

10.2. Entitlement

- All permanent employees are eligible for bereavement leave upon the death of an immediate family member.
- Immediate family includes their spouse, child, parents, grandparent, grandchild, and siblings.
- In the event of the death of an individual outside the defined immediate family, or if additional time off is required beyond the approved bereavement leave, employees may request Casual Leave, subject to approval by their Line Manager and the Head of HR, based on operational feasibility.
- Employees are entitled to 3 days of bereavement leave per year. If additional leave is required, HR and the line manager will review and decide on a case-by-case basis.

10.3. Utilization and Application

- An employee taking bereavement leave must provide written email notice to their line manager and HR as soon as possible, specifying the duration of the leave or the expected leave period. Upon approval, the bereavement leave will be added to the employee's leave account.

11. LEAVE WITHOUT PAY (LWOP)

11.1. Description

Leave Without Pay (LWOP) is a type of leave granted to employees who need to take time off but are not eligible for paid leave. LWOP applies in two situations: when employees are on probation and have not yet accrued paid leave entitlements, or when the leave requested does not fall under any of the existing paid leave categories. Additionally, in cases where employees fail to follow the proper protocols for applying for

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other types of leave, the absence may be categorized as Leave Without Pay.

11.2. Entitlement

Employees who are on probation or whose leave requests do not fall under any paid leave categories are entitled to apply for Leave Without Pay (LWOP). The amount of LWOP granted is determined on a case-by-case basis, depending on the employee's situation and operational requirements. There is no fixed number of days for LWOP; it is granted based on the specific circumstances of each leave request.

11.3. Utilization and Application

- Employees must send an email to their line manager and HR, clearly stating the reason and duration of the leave. Once approved, the required number of LWOP days will be allocated to the employee in the HR software for record-keeping and application.
- The supervisor will consider factors such as the employee's work responsibilities, the impact on the department, and the reason for the request.

Note: LWOP cannot be combined with Annual Leave or any other type of leave. Any special request for LWOP must be submitted separately for approval.

12. ADDITIONAL GUIDELINES FOR LEAVE APPLICATION AND APPROVAL

12.1 Leave Application Process

1. All leave applications must first be submitted through the HR software before sending an email notification.
2. Employees are required to email their team and line manager after submitting a leave request on the HR software to ensure communication.
3. Leave approvals will only be processed through the HR software. Any approvals received via email alone will not be considered valid.
4. If an employee does not apply for leave through the HR software and takes leave, it will be treated as Leave Without Pay (LWOP).

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5. If an employee takes leave and applies for it on the HR software after returning, the leave will still be considered LWOP.
6. If a line manager approves a leave request via email but does not approve it in the HR software, the leave will also be treated as LWOP.
7. If the team is short-staffed, at least one member must be present in the office to maintain workflow and business operations

12.2 Leave Approval Process

1. Line managers must review and approve leave requests as soon as their working hours start, to avoid unnecessary delays.
2. Any leave request pending for more than one working day should be escalated to HR for resolution.
3. HR will monitor compliance with the leave approval system and may intervene in case of repeated violations.

13. WORK FROM HOME (WFH) GUIDELINES

1. Employees must submit a WFH request via email to their line manager, with HR in CC.
2. The email should include a valid reason for the request.
3. Formal approval from the line manager via email is required before working from home.
4. Merely informing the line manager without receiving explicit approval is not compliant with the WFH protocol.
5. Requests must be made at least 12 hours in advance to allow sufficient time for review and approval.
6. Each request will be evaluated on a case-by-case basis, considering the nature of work, team needs, and operational feasibility.
7. Once approved, employees must remain accessible during regular working hours and be reachable via email, phone, or instant messaging platforms.
8. Employees are expected to maintain their productivity, meet deadlines, and ensure the quality of work is consistent with in-office standards.
9. A quiet, secure, and distraction-free workspace must be arranged to support efficient remote work.
10. Regular communication with the team is essential, including attending virtual meetings and providing timely updates.

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11. Employees are responsible for ensuring their devices and internet connection are functional.
12. Company data security and confidentiality protocols must be strictly followed.
13. Failure to follow the proper WFH request process may result in the day being marked as Leave Without Pay (LWOP).
14. Repeated non-compliance with the WFH protocol may lead to the revocation of WFH privileges.

13.1 Cases Where WFH is Not Allowed

- **Operational Requirements & Short Staffing:** If the team is already short-staffed due to other members being on leave or WFH.
- **In-Person Meeting Requirements:** Employees scheduled for in-person meetings must attend physically unless explicitly approved otherwise.
- **Ongoing Disciplinary Action or Performance Concerns:** Employees under performance review or disciplinary action will not be eligible for WFH unless approved by management.
- **Technical Limitations:** If the nature of the employee's work requires access to office-based systems, documents, or tools that are not remotely accessible, WFH will not be granted.
- **Frequent or Pattern-Based WFH Requests:** Employees who frequently request WFH without a valid reason or show a pattern of avoidance of in-office work will not be eligible.
- **Health-Related WFH Requests Without Documentation:** If an employee cites a health-related reason for WFH but does not provide any supporting documentation (if required), the request will not be entertained.
- **Last-Minute Requests:** WFH requests made less than 12 hours before the start of the workday will not be considered unless there is an emergency or critical reason.

14. TERMS AND CONDITIONS

1. This leave policy applies to all regular full-time employees and regular part-time employees (those working 50% or more of a full-time equivalent).
2. If an employee applies for leave, and other team members are already on leave or WFH, ensuring a minimum team presence in the office is necessary.
3. All leave entitlements are calculated on a pro-rata basis and are allocated annually for the calendar

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year (January to December), except for sabbatical leave, bereavement leave, and Leave Without Pay. These types of leave will be added to the employee's leave account upon approval from the line manager.

4. Employees are eligible for earned leave only after completing their probationary period.
5. Weekends and holidays that fall between the approved leave period will be excluded and not counted as leave, except for maternity, paternity leave, and sabbatical leave where weekends will be included in the leave duration.
6. No type of leave can be carried forward to the next year; however, any unutilized annual leave will be eligible for encashment.
7. Leaves for the upcoming year cannot be availed in the current year.
8. If an employee joins in the middle of the year, their leaves will be prorated from the start date of employment through December 31 of that calendar year.
9. None of the leave entitlements can be adjusted against the notice period at the time of separation.

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