



NITOL MOTORS LIMITED

(DISTRIBUTOR OF TATA VEHICLES IN BANGLADESH)



HEAD OFFICE : NITOL-NILOY CENTRE, 71, Mohakhali Commercial Area, Dhaka-1212, Bangladesh
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Date: 16 January, 2016

Ref: Nitol/HRD/16/ 16

Family Vacation Leave Policy

Preface

1. The family vacation leave policy of **Nitol-TATA Division** is aimed at recognizing the loyalty and hard work of the employees. Family Vacation leave is given in addition to any casual, medical, earned or other leave that is available to the employee. Family vacation helps to increase family bonding, maintain work life balance and enhance the physical/mental health of an employee.

Purpose

2. Generally family vacation means recreation leave taken together with the family. The intended purpose of family vacation leave is for the family to get away from day-to-day chores and to devote time specifically for relaxation with the family members. The prime purpose of the vacation is to allow the employees to refresh their physical and mental capabilities and to remain fully productive. All employees are encouraged to avail this leave during each year in order to achieve its purpose.

Eligibility of Leave and Duration

2. To avail the family vacation leave, an individual employee needs to fulfill the following criteria:

- Individual employee is entitled to the leave after completion of 3 years continuous service in Nitol-TATA Division.
- An eligible employee is entitled to family vacation leave each year based on the employee's length of service according to the following criteria:

Length of Service	Leave Available
3-5 years	2 days
6-10 years	3 days
11-15 Years	4 days
16 years or more	5 days

- An eligible employee may take upto maximum of 5 days family vacation leave during a calendar year depending on his/her length of service.



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Effective Date

3. The family vacation leave policy will come into effect from the date of announcement of this policy.

Procedures for Requesting and Processing Family Vacation Leave

4. The following guidelines are to be followed while applying for the leave:

- a. The employees are required to submit the family vacation leave application in writing to the concerned Dept. Heads / CBOs for approval along with the vacation plan and details of the family members (spouse & children). Application should be submitted at least one week in advance of the commencement of the subject leave.
- b. The employees should assign/delegate their duties to their team members/supervisor prior to the leave date. **Managers and above should send a mandatory mail to their Dept. Heads/CBOs with whom they work after the leave is approved.**
- c. Eligible employees may avail the family vacation leave once in a year without any fraction in leave days. For example, an employee should take 3 days leave continuously rather than breaking down the leave days in separate months.
- d. The employees may merge Family Vacation leave with Regular Govt. declared Holidays /Fridays, but they are not allowed to merge the leave with any other leave like casual, medical or earned leave.
- e. After returning from the vacation, an employee should submit all the vacation related bills (transport, hotel, etc) to the HRD for regularizing the leave.
- f. This leave is not applicable for unmarried employees irrespective of their length of service in Nitol-TATA Division.
- g. The Management reserves the right to disqualify any family vacation leave application form without assigning any reason.

Sickness during the Family Vacation

5. If an employee becomes ill or gets injured during the family vacation, he/she is advised to notify the supervisor immediately and request to replace the family vacation leave with medical leave. The Supervisor/Dept. Head at his or her discretion has the authority to approve or deny the medical leave request upon receiving the medical documents.



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Compensation for Unused Leave

6. Unused family vacation leave will not be **encashed** or **carried forward** to the next calendar year. Family vacation leave will not affect on any other employment benefits.

Conclusion

7. **Nitol-TATA Division** is committed to provide support to employees in achieving a healthy work / life balance during their service in the organization. The Management reserves the right to change/ amend/ correct/ modify any of the rules of family vacation policy as and when required.

Selima Ahmad

Vice –Chairperson & Group HR Director

NNG