

## **DAMSILA RESOURCES (PVT) LTD**

### **PROCEDURE FOR ATTENDANCE, LEAVE & HOLIDAYS**

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#### **1) Attendance Procedure**

Attendance at work is a basic requirement for all employees and every effort should be made to be on time.

#### **General working hours:**

- a) **Colombo:** 8 a.m. -4.45 p.m
- b) **Matale Office:** 8 a.m. – 4.45 p.m
- c) **Galaha :** 7.45 a.m.- 4.45 p.m (Mon – Saturday) .
- d) **Attipola Mine:**
  - 8 a.m. to 2.30 p.m (Miners)
  - 8 a.m -3.30 (Maintenance Crew)
  - 8 a.m -4 p.m (Ladies)
  - 8 a.m -5 p.m (Wrench Operator and Driver)
- e) **Kaludewala Factory:** (Shift Basis)
  - 6.00 a.m – 2.00 p.m
  - 7.45 a.m.- 4.45 p.m.
  - 10.00 a.m- 6.00 p.m
- f) **Palapathwela:** 8 a.m. -4.45 p.m

- 1) Any approval for a change from the above hours, should be confirmed in writing from Directors. This should initially be then forwarded to HR by Department Head, for necessary records & action.
- 2) All should record their attendance using either the attendance register, finger scanner or card, when reporting to work and upon leaving work location.
- 3) In an emergency or an unavoidable situation if you are getting late, you should inform your immediate reporting officer **1 hour before the respective shift starts.**

- 4) Late attendance will be recorded, and if someone continuously fails to report to work on time, leave / deductions will need to be applied. This will also be considered as regular late attendance & disciplinary action can be taken.
- 5) If you are going out of office premises for an official concern/ or any other during office hours, you are required to inform your immediate supervisor.
- 6) Staff attendance & movements will be monitored, and strict actions will be taken in order to maintain best practices and discipline in the organization.

## 2) Leave application procedure

- a) The leave period of the company extends from 1<sup>st</sup> January to 31<sup>st</sup> December of each year.
- b) The company does not tolerate absence from work without a valid excuse. Therefore, prior approval must be obtained for leave from the Department Head by filling a Leave Application Form (Form no. DRL/HR/05/22)
- c) The approved leave application form should be submitted as follows :

Location	Authorized By	Submitted to
Colombo	Director (Mrs. Dalpatadu)	Executive – HR
Matale Office	GM	Executive – HR
Galaha	Manager/ Assistant Manager	Matale regional office
Attipola mine	Mine Engineer	Matale regional office
Kaludewala Factory	Manager/ Assistant Manager	Matale regional office
Palapathwela	Assistant Manager	Matale regional office
Kaudupelella	Ms. Indrani	Matale regional office

- d) Leave applications sent via WhatsApp or other media will not be considered.
- e) Lieu Leave will be considered for working on Sundays or on a statutory holiday, and the same procedure will apply.
- f) If leave is required for urgent matters and there is no time for written approval, the employee must obtain permission from the Department Head by telephone or email. Thereafter, a leave application should be submitted on return to work.
- g) Leave applications should be approved by the Head of the Department & submitted, prior to utilizing the leave.
- h) In the event an employee fails to submit a duly approved leave application form within the required period, it will be **considered as an unauthorized absence**.
- i) Any leave utilized exceeding the leave entitlement or without proper approval, violating the procedures, will be subjected to No Pay leave. This is applicable for all the employees.

**3) Annual Leave**

- a) Leave should be properly coordinated with the Management for a smooth flow of operations. After your 1<sup>st</sup> calendar year of employment, you will be entitled upto 14 (Fourteen) days of Annual leave, based on your date of joining, and the HR Dept. will inform you accordingly.
- b) Unutilized Annual Leave **cannot be carried forward to the next year** and cannot be claimed in the next year.

**4) Casual Leave**

- a) You are entitled to 07 (Seven) days of casual leave per year for private business, ill health or other related emergency purposes, but only maximum of 2 days can be taken at any one time.
- b) During the 1<sup>st</sup> calendar year of employment, an employee is entitled for ½ day of casual leave for every completed month of service.
- c) Unutilized Casual Leave cannot be carried forward.

**5) Medical Leave**

- a) Medical Leave allocation will be assigned on obtaining Confirmation in employment.
- b) Confirmed employees are eligible for 07 (seven) days of medical leave per year. Medical leave shall only be taken for matters pertaining to sicknesses.
- c) If an employee is required to be away from work for 02 or more days due to a medical condition, a Medical Certificate issued by a recognized medical practitioner should be submitted along with the Leave Application.

**6) Half Day Leave**

Half day will be allowed either during Morning OR Afternoon session according to the stipulated working hours of the location. Therefore, staff members are required to verify the time with respective Manager or person in charge of the location, prior to applying for Leave.

**7) Unauthorized Absence**

- a) If you fail to submit a valid Leave Application Form at the stipulated time or do not obtain approval from the Department Manager when you do not report to work, this will be considered as unauthorized absence.
- b) Such irresponsible behavior is not encouraged or endorsed by the company, and necessary disciplinary action including deductions from salary, will be taken.

**8) Attendance & Leave Records**

Accurate, upto date Attendance & Leave records are required for decision making, and will be maintained as follows:

- a) Hard copies for Matale sites, Galaha – Matale office
- b) Summary of all Leave – Colombo office / Shared drive

9) **Holidays**

a) All Staff will be eligible to the following **Statutory holidays** each year calendar year :

1. Tamil Thai Pongal Day
2. Independence Day (National Day)
3. Day Prior to Sinhala and Tamil New Year Day
4. Sinhala and Tamil New Year Day
5. May Day
6. Day Following Vesak Full Moon Poya Day
7. Milad-Un-Nabi (Holy Prophet's Birthday)
8. Christmas Day

- b) However, staff maybe required to work on certain days based on the requirement of the business, and a alternative holiday or payment will be made accordingly.
- c) The company at its discretion may change the holidays and substitute them with others depending on the demands of business.
- d) Staff will be eligible for traditional holidays such as when granted in April for New year, at the discretion of the Directors. This will be notified via an official notice.

**\*Any changes to these guidelines will be informed in writing.**

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