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- Should operational requirements necessitate that an employee is required to work his/her regularly scheduled off day, an alternate day should be rescheduled as soon as practical.

5.2. Off days accumulated

5.2.1. In the interest of staff welfare, Employee's are allowed to accumulate off days (Applicable to resorts only). The number of days an employee can accumulate will be decided by the department head based on operational needs. Accumulation of off days occurs when the earned day is not taken as per the agreed duty roster but is collected to utilize at a later date.

6. Procedure for accumulation

6.1.1. Off Day Accumulation Limit

- Accumulation of off days can be up to 8-12 days for those working in the resorts.
- Under following circumstances accumulation of off days will not be allowed:
 - a) Maximum number of 12 days have already been accumulated and remain unused.
 - b) If there is no operational reason

6.1.2. Approval for Off Day Accumulation

- Employees who wish to accumulate off days beyond the immediate use must seek approval from their departmental head or supervisor.
- The departmental head or supervisor will assess the operational requirements and workload of the department before granting approval for off day accumulation
- The departmental head or Manager has the authority to determine the number of off days that can be taken by an employee as per clause 6 (a) based on the need of the department.
- Operational requirements of the resort shall not be adversely affected and will precede any accumulation of off day application for approval

6.1.3. Exceeding Accumulation Limit

- Employees cannot accumulate off days beyond the maximum limit specified by the Off Day Policy, as it will not get approved.


6.1.4. Annual carry forward of Accumulated Off Days

- At the end of each contract year, the limit to carry forward the accumulated off days for the following year will be maximum of 12 (twelve) days.

6.1.5. Requesting for accumulated off day leave

- Employees are encouraged to plan their off days accumulation in advance to ensure proper work coverage and avoid any disruption to the operations.



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1. Purpose

- 1.1. At KAIMOO we recognize the importance of work-life balance and understand that our employees require time off for personal reasons or to rejuvenate themselves. This Off Day Leave Policy outlines the guidelines and procedures for requesting and granting off day leaves for our employees.
- 1.2. Off Days are granted to employees with the good intention of providing rest and recuperation. Once rested, all Employees work more efficiently in their job positions. Employees are encouraged to avail of their off days on a weekly basis as this will keep them in good spirits and focused. All Employees must utilize the off day within the stipulated time.

2. Scope

- 2.1. This policy Applies to all full time regular Employees of KAIMOO.

3. Eligibility

- 3.1. Eligibility starts upon the date of joining.
- 3.2. KAIMOO's Off day leave eligibility runs through a weekly basis from date of joining.
- 3.3. All full time Employees (both on probation and confirmed) are eligible for 1 off day with pay, after six (06) days of continuous work as per the terms and conditions outlined in the policy.
- 3.4. Off Days cannot be exchanged for money nor can it be transferred beyond the scope of the policy for the following year unless management declares an operational impediment.


4. Entitlement

- 4.1. Employees who work on shift duty, are entitled for 1 off day after 6 consecutive days' work based on a duty roster.
- 4.2. Employees who work on fixed time/days' work schedule, are entitled for 1 off day after 6 consecutive days of work and Friday is declared as off day.
- 4.3. Off days should be utilized by the end of a specific contract period and unutilised off days can only be carried forward for 3 months following the end of the contract date. For example, if a staff contract period is from 1st of June 2020 to 31st May 2021 the last accumulated off days should be taken latest by 31st August 2021.
- 4.4. If an employment contract has been concluded (either on resignation or termination grounds), the employee shall be paid the remaining off days unutilized for the 12-month period (Please refer to Compensation policy on payment method). At the time of ceasing the employment contract by either party, unutilized off days payable shall not be more than 12 days.

5. Types of off day leave

- 5.1. Off days given on a weekly basis.
 - All HOD's must prepare a duty roster for all staff who work on shift duties at the beginning of the month. The duty roster must clearly mark the weekly day off for the staff. It is the responsibility of the management to give off on the respective day.



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- Employees must submit a leave application to their immediate supervisor or the designated leave management system at least [03 (three)] days in advance, unless unforeseen circumstances prevent prior notice.
- The leave application should include the following details:
 - a) Employee name
 - b) Employee ID
 - c) Department
 - d) Designation
 - e) Date(s) of requested leave
 - f) Type leave
 - g) Total number of leave days
- Employees availing of their Off Day on a weekly basis need not fill out the Leave Application Form.
- Weekly Off day and accumulated off days cannot be combined with any other type of leave.

7. Off day balance when leaving/ceasing employment and transfer

- 7.1. If a staff resigns, ceases the employment and has entitled unutilized off-day (limited to 12 days), a payment will be made in lieu with final payment.
- 7.2. If an employee has un-utilized off days at the time of an internal transfer, the number of un-utilized days (limited to 12 days) will be paid from the previous workplace before the internal transfer.

8. General

- 8.1. Service charge will be paid for all approved Off Days.
- 8.2. An Employee who does not report for work within three days after the end of an authorised leave without extension approval, will be treated as having vacated post and employment terminated.
- 8.3. Absence from work without prior approval will be deemed as unauthorized absence and would be subject to disciplinary action.

9. Abuse of off day leave


9.1.1. The following situations may constitute as abuse of Off day leave and are subject to KAIMOO's disciplinary policy:

- Failure to return to work at the end of the approved leave period, except when a leave of absence for further time off has been approved by the Human Resources and Manager.
- Repeatedly reports late from approved leave.
- Falsification of records and provide incorrect and misleading information.

10. Record keeping

The following documentation will be used for the execution of the policy



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- Leave Application Form
- Duty Rosters
- Attendance sheets
- Corrective/Disciplinary Action Form
- Off day balance report

11 Responsibilities

Employees are responsible to the following



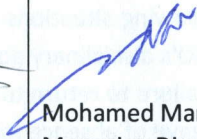
- Become familiar with and comply with policy
- Get advice from HR Department
- Inform the absence as per policy
- Obtain approvals as required in the Policy

Managers and HOD's are responsible to the following:

- Become familiar with and comply with policy
- Maintain duty rosters and encourage employees to take weekly off days
- Ensure that Employees are informed regularly and comply with the Policy and any changes.
- Be responsible for maintaining records
- Initiate corrective/disciplinary action

HR Department

- The implementation of the overall policy
- Provide training and detailed guidance notes on the implementation of the Policy to all the properties and HOD's Keep employees informed of the procedure
- Keep employees informed of the procedure
- Revise the policy accordingly.

PREPARED BY	APPROVED	APPROVED
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