

of probation may be extended where the employee's performance has not been satisfactory by informing the concerned employee in writing.

## 5. HOURS OF WORK

Hours of duty may vary for staff performing different types of duties at the same station or at different stations as may be demanded.

The conditioned hours per week for all graded and semi-skilled full time staff irrespective of where they are serving will be forty (40) hours exclusive of meal breaks.

- (i) **Day duties staff** – All employees will normally be scheduled for a minimum of forty (40) hours per week excluding meal break and will work an average of eight (8) hours a day.
- (ii) **Shift System** – This may be introduced at particular places to suit local conditions depending on the nature and intensity of the work to be performed.

## 6. ANNUAL LEAVE

On completion of twelve months of continuous services, an employee shall be entitled to a paid annual leave as follows:-

Salary Range	Annual Entitlement
4	30
5	27

For purposes of counting annual leave days, Saturdays, Sundays and public holidays shall not be included.

## 7. PUBLIC HOLIDAYS

Public holidays gazetted by Government shall be observed by all employees of the Company, except those employees whose retention on duty is necessary in the

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Company's interest. Such employees if retained shall be paid overtime in accordance with rules on overtime (see 15).

#### **8. ACTING APPOINTMENTS AND ALLOWANCES**

- (i) Whenever a higher post falls vacant, the most senior and competent employee will be appointed in writing to act at the discretion of the Management.
- (ii) The acting shall be made in writing before the employee commences to act in the higher position.
- (iii) On satisfactory completion of the acting period of 6 months, the employee shall be confirmed to the higher post. Otherwise the acting employee shall be reverted to his former post.
- (iv) The acting allowance shall be paid at the rate of 25% of one's salary or Kshs 10,000/- whichever is higher.

#### **9. COMPASSIONATE LEAVE**

- (i) In compelling cases, an employee may on compassionate grounds be granted some leave if he/she has exhausted all the annual leave entitlement for the financial year.
- (ii) The number of leave days granted under such circumstances shall be deducted from the employee's leave entitlement for the following financial year.

#### **10. MATERNITY LEAVE**

- (i) All female employees of the Company shall be entitled to maternity leave in accordance with the Employment Act as follows:-
  - Three months maternity leave with full pay, subject to production of medical certificate from an approved medical

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