

LEAVE POLICY

PURPOSE OF LEAVE:

Leave is granted to crewmates with the good intention of providing rest, recuperation of health and for fulfilling social obligations.

LEAVE YEAR AND APPLICABILITY:

Leave year is from **1st January to 31st December**

Eligible leave is credited to the crewmate on the 1st of January every year.

The different types of leaves given under the policy are:

- ❖ **Casual Leave (CL)**
- ❖ **Earned Leave (EL)**
- ❖ **Sick Leave (SL)**
- ❖ **Maternity Leave (ML)**
- ❖ **Paternity Leave (PL)**
- ❖ **Higher Education Leave (HEL)**

The Leave policy is applicable for all crewmates of the company.

Interns are eligible only for casual leave. For Crewmates who have joined during the middle of the year, their leave will be allotted based on the pro- rated basis.

All leave request have to be raised through D-Trail HRMS portal & the same for approving or rejecting the leaves/permissions etc, by reporting managers.

CASUAL LEAVE

ELIGIBILITY:

- ❖ All confirmed crewmates, Crewmate on probation & Interns.
- ❖ Casual leave is calculated for a period of one year (January to December).
- ❖ Casual Leave shall be credited to the crewmates account at the beginning of the calendar year.

ENTITLEMENT:

- ❖ 12 days of Casual Leave in a calendar year.
- ❖ CL can be availed a maximum of 3 days at a stretch.
- ❖ If CL extends beyond 3 days, then the excess days taken will be treated under LOP (Loss of Pay).
- ❖ Unutilized CL balance will get lapsed at the end of the year – 31st Dec.
- ❖ Prior approval should be taken from the reporting managers.
- ❖ CL cannot be clubbed with any other leaves like EL/SL.
- ❖ CL can be clubbed or combined with Intervening National / declared / festival / week off days, but the total absence including such holidays should not exceed 4 days at a stretch.
- ❖ Casual leave cannot be Reimbursed or adjusted against notice period at the time of resignation.
- ❖ For procedures kindly follow the D-TRAIL HRMS portal for reference.

EARNED LEAVE (EL)**ELIGIBILITY:**

All confirmed crewmates (all regular, full- time employees) & Crewmates on probation.

ENTITLEMENT:

- ❖ All EL'S will be credited at the beginning of the calendar year.
- ❖ Crewmates can avail EL only after completion of one year service.
- ❖ 18 days in a year, for the active service rendered during the year. Active service means no of days worked in the year less LOP taken during the year.
- ❖ EL can be availed up to a maximum of five instances in a year.
- ❖ EL eligibility will calculated from the date of joining as a Payroll crewmate, EL can be availed for more than 3 days. For this prior notification & approval has to be sought from the reporting Manager.
- ❖ EL can be clubbed with holidays; however, Intervening National / declared festival / week off days will be counted as part of the leave.
- ❖ Balance EL remaining unutilized as on 31st December will be carried forwarded.
- ❖ EL can be accumulated for a maximum of 45 days
- ❖ In the case EL exceeds 45 days will be encashed at the beginning of subsequent financial year. Maximum of 15 days EL can we encashed by getting approval from Reporting Manager.
- ❖ In case of crewmate resigned/terminated/retirement – All Un availed EL will be encashed with the final settlement, provided he/she fulfils EL eligibility criteria.
- ❖ EL Encashment will be calculated on the basis of crewmate's basic pay.
- ❖ For procedures kindly follow the D-TRAIL HRMS portal for reference.

HIGHER EDUCATION LEAVE (HEL)

- ❖ In case if the Casual Leave/Earned Leave is availed for studies or examination, then the crewmate should adhere to the following practice:
- ❖ Crewmate pursuing higher studies should submit their course enrollment form to HR and the Reporting Manager.
- ❖ Leave applied for exams should be supported with the exam schedule or time table issued by the respective university/institution.
- ❖ Maximum of 10 Higher education leaves per year based on submission of Hall ticket/ Exam schedule.
- ❖ For procedures kindly follow the D-TRAIL HRMS portal for reference.

SICK LEAVE (SL)

ELIGIBILITY:

- ❖ All confirmed crewmates (all regular, full- time crewmates) & Crewmates on probation.
- ❖ Sick Leave is calculated annually for the calendar year (January-December) & SL will be credited on prorated basis for All confirmed crewmates (all regular, full- time crewmates & Crewmates on probation.

ENTITLEMENT:

- ❖ A crewmate is entitled to 12 days of Sick Leave which shall be credited to his/her account at the beginning of the calendar year.
- ❖ If a Crewmate has joined during the middle of the year, his/her sick leave will be pro- rated from the date of joining, through December 31 of that calendar year and credit will be afforded on 1st Jan of the subsequent year.
- ❖ Sick Leave cannot be clubbed with Casual Leave but can be clubbed with Earned Leave
- ❖ SL can be prefixed or suffixed with holidays however; Intervening National / declared festival / weekly off days will be counted as part of the leave.
- ❖ Sick leave cannot be encashed or adjusted against notice pay at the time of resignation.
- ❖ Sick leave is to be taken in cases of injury / illness to the Crewmate. A Crewmate must intimate his/ her reporting Manager over the phone and submit a leave request through D-TRAIL HRMS portal & formal leave application on returning from leave.
- ❖ **3 or more days** of Sick Leave will require a medical certificate from a qualified and registered medical practitioner. Notwithstanding such certificate, the company can, at its sole discretion ask the Crewmate to present himself / herself to a Doctor of their Choice/panel for second opinion. In such cases the cost will be borne by the management.
- ❖ For procedures kindly follow the D-TRAIL HRMS portal for reference.

MATERNITY & PATERNITY LEAVE (ML & PL)

ELIGIBILITY:

All woman Crewmates under ESI or Non ESI (Employee State Insurance).

Women crewmates who have completed a minimum of 80 days of continuous service with Desicrew.

ENTITLEMENT:

- ❖ 26 weeks of Maternity Leave/ 42 days of Miscarriage Leave is allowed to women crewmates who have to deliver a child /Surrogacy/Miscarriage. In case the crewmate is covered under ESI (Employee State Insurance), they are entitled to claim the pay only from ESI and the crewmate maternity absence will be marked as ELOP, in other cases, the Company will pay as per maternity policy.
- ❖ Women who legally adopt a child below age of 3 months or a commissioning mother shall be entitled to maternity benefits for a period of 12 weeks from the date the child is handover to the adopting mother to the commissioning mother.
- ❖ Woman Crewmate can adjust this leave pre & post natal delivery of child totaling it to 26 weeks.
- ❖ Before availing this leave, a Record has to be submitted mentioning the expected date of delivery.
- ❖ Intervening National / declared / festival / weekly off days will be counted as part of leave.
- ❖ In case of any complication, extension of leave will be approved on management discretion, approval will be considered on case to case based on medical documents.
- ❖ Maternity leave is restricted to two live births during the service with the company.

Defining complications as - Premature birth/ medical termination/tubectomy operation/other issues arising due to post/pre delivery

ELOP referred as ESI LOP – Women crewmate who avails benefits from ESI, there maternity absence is considered as ELOP

PATERNITY LEAVE (PL):

- ❖ 10 days of paternity leave will be allotted to Male crew mates on occasion of the birth/ legal adoption of his child.
- ❖ Paternity leave (PL) should be availed within six months of child birth in maximum four installments.
- ❖ Male crewmates who have completed a minimum of 90 days of continuous service in the 12 months are eligible.
- ❖ Paternity leave can be availed for maximum two children during the tenure at DesiCrew.
- ❖ The crewmate must take prior approval from the Reporting Manager.
- ❖ PL cannot be clubbed with SL/CL.
- ❖ Intervening National / declared / festival / weekly off days will be counted as part of leave.
- ❖ For procedures kindly follow the D-TRAIL HRMS portal for reference.

LOSS OF PAY (LOP)

- ❖ **This leave is considered under extra-ordinary circumstances when no other leave is due to a crewmate, but the crewmate should have valid reasons to be absent from duties.**
- ❖ LOP can be applied when no other leave is available.
- ❖ During the period of LOP, the crewmate is not entitled for any pay or allowance but this period will be counted for reckoning continuity of service.
- ❖ A maximum of 3 months of LOP can be availed on the approval of the management.(Exceptional cases like ML/SL, etc.)
- ❖ If the crewmate fails to report to duty on the specified date after the allowed LOP leaves, it is deemed that he/ she has abandoned the service with the company on his own accord.
- ❖ LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.

COMPENSATORY OFF:

- ❖ When crewmate worked any day on week-off/Holidays, he/ she is entitled to avail Compensatory off (Comp-off).
- ❖ Minimum 8 hrs of working required entitling of 1 day compensatory off / 4 hrs of working is required to entitle of 1/2 day Compensatory off/
- ❖ Crewmate should apply for such leave & Official approval is required from the Reporting Manager to work on such week offs. No compensatory offs will be entertained without prior approval. The compensatory off has to be availed within a period of three months from the date worked.
- ❖ Any un-availed Compensatory off within the stipulated time period will get lapse.
- ❖ Only three days of compensatory offs can be combined and availed at a stretch.
- ❖ Comp off cannot be clubbed with SL/CL.
- ❖ Intervening National / declared / festival / weekly off days will be counted as part of leave.
- ❖ For procedures kindly follow the D-TRAIL HRMS portal for reference.

INSTRUCTIONS & PROCEDURE FOR APPLYING LEAVE AND SANCTION:

- ❖ When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective Reporting Manager on the same day through phone.
- ❖ The available leave balance can be checked at the D_TRAIL HRMS portal & same can be used for applying.
- ❖ The leave has to apply through D-TRAIL HRMS portal & the same has to be approved by the reporting manager.
- ❖ If formal request is not been raised through D-TRAIL HRMS portal to avail the leave, then it will be marked as LOP.
- ❖ Any unauthorized/uninformed leave would lead to cancellation of variable pay on the particular month.

CANCELLATION OF LEAVE:

- ❖ The reporting manager can also cancel the approved leave on official exigencies. If a crewmate proceeds to avail the cancelled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.
- ❖ Employee can cancel the applied leave through D-TRAIL HRMS portal before reporting manager's approval, since approved leave can be cancelled by official mail to HR.

EXTENSION OF LEAVE:

- ❖ As it is necessary to get prior approval for leave, the same shall apply for extension of leave, the crewmate has to apply to his/her reporting manager for extension of leave well in advance and get it sanctioned to avail them. In case if he/she overstays, the unsanctioned leave availed will be treated as absence from duty.

UNAUTHORISED ABSENCE FROM DUTY:

- ❖ When a crewmate absents himself from duty without prior leave approval or proper intimation under certain unavoidable circumstances, such absence will be treated under unauthorized absence on **Loss of Pay**
- ❖ The crewmate has to report to his / her reporting manager on rejoining duty from absence and should provide valid reason for the absence, & update the same in D-TRAIL HRMS portal before taking up the work again.
- ❖ If a crewmate is absent from duty continuously for more than 5 days (including any National / Festival / Declared / Weekly Off days which may fall in-between), an official correspondence from the HR department will be sent to him through mail asking to report to duty and to provide explanation for his absence.
- ❖ Based on the enquiry any action deemed fit will/would be taken by the management.
- ❖ If there were no response from the crewmate within the stipulated time mentioned in official correspondence, it would be assumed that the crewmate has withdrawn his/her service from the company on his own accord and recorded accordingly.
- ❖ Any unauthorized leaves may lead to disciplinary actions & also affects the Awards, Recognition etc.

LEAVE ELIGIBILITY FOR INTERNS:

- ❖ Interns will be eligible for **One Day Casual Leave** in a month. Instructions, Procedure for applying Leave & sanction remain the same as per the confirmed crewmate.
- ❖ Leaves can be carried forwarded & a maximum of 3 leaves can be availed in a stretch, remaining leaves @ December 31st of every year will be lapsed.

PERMISSION POLICY: (Late login or Early Log out)

- ❖ Every crewmate is eligible for availing 3 permissions per month not exceeding 2 hrs.
- ❖ Permissions can be availed during starting & closing or even in between of work hours not exceeding the allowed time.
- ❖ Crewmates can apply permission through D_TRAIL HRMS portal based on needs.

Disciplinary process for uninformed absence:

Step-1: For the first instance the crewmate will be called and asked for an explanation.

Step-2: For the second instance the crewmate will be issued a memo (Warning letter) and will be asked for explanation..

Step-3: Third instance will be viewed severely and which may lead to suspension /termination of services, depending on the final decision of the HR Team.

Version Control

Policy	Date	Prepared By	Reviewed By	Approved By
Leave Policy	05-Dec-21	Arun & Karthik	Thanikai & Veena	Mr.Manivannan

This policy becomes effective from: 1st Jan 2022.

Policy will be reviewed after 1 year.