

EMPLOYEE LEAVE POLICY

International Knowledge Academy Private Limited

OBJECTIVE

The International Knowledge Academy Limited has formulated this leave policy keeping in mind that our employees would like to take leave for leisure, taking care of personal work, or rest due to medical reasons. This policy outlines the applicability, rules and procedures with regards to the application and approval of leave.

APPLICABILITY

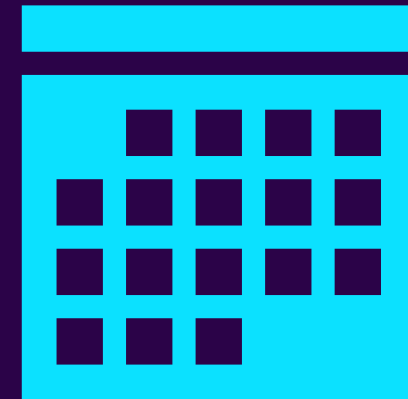
This policy is applicable for all permanent employees of International Knowledge Academy Private Limited's Bangalore Sales Business Unit.



POLICY DETAILS

All permanent employees of International Knowledge Academy Private Limited's Bangalore Business Unit will be eligible to take the following types of leave:

- A. Earned Leave
- B. National Leave
- C. State Leave
- D. Festival Leave
- E. Optional Leave
- F. Sick Leave
- G. Leave Without Pay



EARNED LEAVE

1. Applicable to all confirmed employees
2. Leave shall be computed and accrued at the rate prescribed in the “Earned Leave Table” per month.
3. Any employee can avail accrued Earned leave after successful completion of the probation period.
4. Any leave availed over and above the leave eligibility balance, and any leave taken during the probation period, will be considered as leave without pay.
5. The Employee must apply for Earned leave at least 10 (ten) days prior to the leave start date.
6. The HR department of the company has the right to reject any such leave application due to prevailing business conditions
7. Earned Leave is only permitted once approved by HR on the Company Portal.

Earned Leave Table	Allowance
Earned Leave Entitlement	13 Days
Accrual Per Month	1.08 Days

SUMMARY OF PROCESS FOR EARNED LEAVE



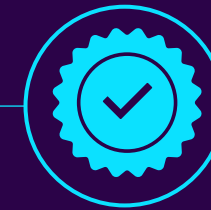
Request

All leave requests should be requested on the Support Portal. Earned Leave - must be approved 10 days prior to commencement



HR Review

HR will review if the leave has been requested within the parameters of the set leave and in accordance with Business' needs



Leave Approved/Declined

HR will approve/reject, in consultation with the employee's line manager. HR have discretionary powers over every leave request, and they have the right to reject any leave application



EARNED LEAVE ENCASHMENT OR CARRY FORWARD

1. Any employee can carry forward all his/her un-availed Earned Leaves of the previous years to the following calendar year.
2. Employees are entitled to encash their Earned Leaves only upon termination of their Employment Agreement.
3. Encashable Leave Tax will be borne by the said employee and the company shall deduct the necessary statutory deductions prior to the payout to the employee.
4. Once an employee has submitted his/her Letter of Resignation he/she shall cease to be eligible for Encashable Earned Leave.
5. The total number of the days of Earned Leave that may be carried forward shall not exceed 30 (thirty) days

NATIONAL/STATE HOLIDAY LEAVE

The company declares a list of national holidays at the beginning of the year, which is applicable to all eligible employees, and includes the following:

- Republic Day - 26th January 2023
- Independence Day - 15th August 2023
- Gandhi Jayanti - 2nd October 2023
- Kannada Rajyotsava – 1st November 2023

FESTIVAL LEAVE

The company declares the below as mandatory festival holidays:

- May Day – 1st May 2023
- Diwali – 12th November 2023

OPTIONAL LEAVE

- Employees are entitled to two Optional Leaves per year from the Festival list provided
- Optional leave must be requested and approved 10 days prior to commencement
- Optional Leave is prorated - Employees that join after 30th June will be entitled to 1 day of Optional Leave

Optional Festival List 2023

Festival	Date	Day
Maha Shivratri	18/02/2023	Saturday
Holi	08/03/2023	Wednesday
Ugadi	22/03/2023	Wednesday
Good Friday	07/04/2023	Friday
Ramzan	22/04/2023	Saturday
Bakrid	29/06/2023	Thursday
Shri Krishna Janmashtami	07/09/2023	Thursday
Ganesh Chathurti	19/09/2023	Tuesday
Onam	29/08/2023	Tuesday
Vijayadashami / Dussehra	24/10/2023	Tuesday
Guru Nanak Jayanti	27/11/2023	Monday
Christmas Day	25/12/2023	Monday

SICK LEAVE

- Sick leaves can be taken when the Employee has a medical reason for leave.
- All permanent employees can avail up to 12 days of sick leave in a year.
- Sick Leave entitlement is calculated on a pro-rata basis
- These leaves will not be carried forward and are non-encashable.
- Accrued leave for sickness cannot be applied to leaves from previous months. No backdating or retrospective allocation is permitted.
- If the employee does not follow the correct procedure, as detailed in Page 10, the absence will be deemed as Leave Without Pay.

SICK LEAVE

PROCEDURE TO BE FOLLOWED

- In the event of sickness, the employee must inform the HR department at least one hour prior to the start of their normal working day.
- The Employee must complete the 'Sickness Form' and submit a minimum 1 hour before the start one hour before the start of their normal working day by email.
- The Employee must advise of the nature of the condition/leave and must advise how long the said employee thinks he/she will be absent from work.
- If his/her absence is for more than one working day, he/she will be required to produce a medical certificate from his/her doctor.
- The company reserves the right to require that a medical certificate is produced for any period of absence or at any stage during an absence.
- The employee should forward certificates and any correspondence to HR as soon as possible. Failure to do so may result in sick pay being delayed or withheld and disciplinary action being taken.
- Any medical certificates obtained overseas must be from a recognized medical practitioner.
- **The company reserves the right to require you to undertake a medical examination by a medical specialist of the company's choice**
- If the employee does not follow the correct procedure, the absence will be deemed as **Leave Without Pay**

LEAVE WITHOUT PAY (“LWP”)

- In the exceptional circumstance that an employee has no other leave available, LWP can be requested and must be requested 10 days prior to the leave date and must be approved by HR
- During the period of LWP, the employee is not entitled for any pay or allowances.
- If the employee fails to report to duty on the specified date after the sanctioned LWP, it is deemed that the employee has abandoned his service with the company of his own accord.
- LWP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.

ABSENCE FROM DUTY

- When an employee takes off from work without prior leave approval or proper intimation, then those day/days will be treated as absence from duty.
- The days of absence from duty will be treated as LWP.
- The employee has to report to HR on rejoining from absence and provide valid reasons for the absence in writing before taking up work again.
- All Absence From Duty situations, can lead to disciplinary procedures being initiated.
- If an employee is absent from duty the employment agreement may be terminated.

LEAVE SETTLEMENT DURING RESIGNATION/TERMINATION

- If a departing employee has availed more leaves against the number of months he/she has worked, then the excess leaves will be deducted during his/her final settlement.
- No leaves will be adjusted in lieu of cutting short the notice period.
- Earned leaves can be encashed if remaining.

EXTENSION OF LEAVE

- It is mandatory to apply for an extension of leave. The same is not automatically available. The employee must apply to HR for an extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as absence from duty.

CANCELLATION OF LEAVES

- HR/the reporting manager can also cancel the once sanctioned leave on a situational / need basis. If an employee 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.

NOTES

- In general, HR will not avail leave for a period falling on the same dates as other team members
- All leave calculations will be done on a calendar year (January-December) basis. No gratuity entitlements are due within the probation period of employment.
- Any such leave that is not been approved or informed to Human Resources department in the time period mentioned above, will be treated as leave without pay. In such cases, the company reserves the right to initiate disciplinary action against the said employee, at its sole discretion.
- A compensatory leave of 1 day for national/state/mandatory festival holidays is only permissible, if an employee works on those days and the leave is approved by HR. The Compensatory day in lieu needs to be availed in the current calendar year and cannot be carried forward or encashed.
- All mandatory fields of the 'Sickness Form' must be completed and sent by email to HR a minimum of 1 hour before the start of an employee's working day. If the form is not completed correctly, certified, or sent on time, the leave will be treated as Absence from Duty
- Employees must have worked 30 days prior to being entitled for any paid national, state, optional and festival leaves.
- For Sick Leave, Earned Leaves and Optional Leave , Employees whose start date is on or before the 15th of the month are entitled to get the leave credit for their joining month. Employees that start on or after the 16th of the month, are not entitled to obtain a leave credit for that month.
- If employment is terminated on or before 15th of a month, then the Employee is not entitled to Earned Leave due for that month. If an employee leaves on any day between the 16th to the end of the month, then they are entitled to Earned Leaves due for that month.
- The Company reserves the right to alter, amend, modify and waive any part of this policy from time to time at its sole discretion, without any prior notice. All policies of the Company are governed by the laws of India.

SUMMARY

International Knowledge Academy Private Limited's leave policy outlines the applicability, rules and procedures with regards to the application and approval of leave.

Should you have any further queries, please raise an HR ticket on the support portal.