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	LEAVE POLICY		

REVISION HISTORY			
REV	Description of Change	Author	Effective Date
1.0	Policy on Leave Rules	Lagna Panda	01-Sep-2006
1.1	Added the sections on Policy statement, Applicability, Maternity and Paternity Leave. Revised the points on types of Leave.	Manasi Das	12-Aug-2011
1.2	Revised the points on Leave Rules. Removed the section on Late comings, as those are mentioned in Attendance and Punctuality policy.	Manasi Das	19-Dec-2013
1.3	- Revised the entitlements of Maternity Leave. - Added a provision of LWP carry forward for below One year employees	Manasi Das	26-Apr-2016
1.4	- Revised the entitlements of Maternity Leave from 16 to 24 weeks	Manasi Das	26-Apr-2017
1.5	Updated new Logo of CSM Updated revised Maternity benefit i.e; 180 days(26 weeks)	Manasi Das	15-May-2019

REFERENCE DOCUMENTS	
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1. POLICY STATEMENT:

Leave is a privilege extended by the Company to its employees, and not a right. It shall be the Company's discretion to grant leave to all applicants, considering the exigencies of business and the need of the employees at that time.

The objectives of this Leave Policy are, to inform all employees of the Company, regarding:

- a. The current rules on the types of leave and their eligibility.
- b. Entitlement of leave based on Employee Grade.
- c. Guidelines for Applicants and Granting Authorities.
- d. Process to apply for Leave.

The leave rules are subject to change from time to time, in accordance with the Company's business objectives.

2. LEAVE YEAR & APPLICABILITY:

- 3.1 The annual cycle for the purpose of leave will be the Financial year i.e; from 1st April to 31st March.
- 3.2 The policy is applicable to all Full Time Employees.

3. LEAVE TYPES AND RULES:

- 3.3 The different types of leaves covered under this policy are:
 - 3.3.1 Casual Leave (CL)
 - 3.3.2 Medical Leave (ML)
 - 3.3.3 Leave with Pay (LWP)
 - 3.3.4 Maternity Leave
 - 3.3.5 Paternity Leave
- 3.4 All the Leaves entitlements are based on the category of leave and Employee's Grade. Please refer the Leave Entitlement Matrix (Appendix-A)
- 3.5 All leaves should be applied through "Leave Module" in Kwantify. It would be processed as mentioned :
 - 3.5.1 One level of approval process is defined. i.e; User (Apply) → RA (Grant/Reject/Hold).
 - 3.5.2 If RA is on Tour : Application will be escalated to the Upper RA (ULM) for approval after 1 day and RA will be intimated through email.
 - 3.5.3 If RA is on Leave: Application will go to Upper RA (ULM) for approval. RA will be intimated through email.

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- 3.5.4 The User has no Upper RA (ULM), application will be forwarded to the HR authority for approval.
- 3.5.5 As an exception, if the User has no RA, Leave application will be granted automatically once applied.
- 3.5.6 Department Head will have a special authority to view all the Leave application applied by their respective team members and can take action for any application pending at the RA's level for any exceptional cases.
- 3.6 The employee must ensure that their leave application (except Medical Leave) has been approved before commencement of leave. Failure to do so will result in Loss of Pay.
- 3.7 In case of absence because of sickness, Leave has to be applied immediately on the day of resuming duty.
- 3.8 Sundays / Holidays falling in between two consecutive leave days (LWP and CL) will be treated as a leave day. However, this is not applicable to ML.
- 3.9 Leave applications will not be considered once the employee has resigned from his services and serving the notice period or observation period.
- 3.10 Memo would be issued for more frequent leaves (3 leaves per month on an average is accepted).

LEAVE ENTITLEMENT MATRIX:

GROUP	Grade	Leave Type				
		CL (Days)	ML (Days)	LWP (Days)	Paternity (Days)	Maternity (Days)
EXECUTIVE	E1 to E10	10	15	15	2 - 7	180
SENIOR	M8 to M10	9	15	15	2 - 7	180
MIDDLE	M5 to M7	8	15	12	2 - 7	180
JUNIOR	M1-10 to M4	7	15	10	2 - 7	180
	M1-1 to M1-9	6	15	0	0	0
SUPPORT	S1 to S3	6	15	8	2	0

4. LEAVE TYPES :

4.1 CASUAL LEAVE

Casual leaves are provided to the employees for any personal work or any contingency.

4.1.1 Eligibility & Approval:

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- a. All Permanent & Contractual employees are eligible to avail Casual leave.
- b. An employee is eligible for a maximum of 2 days casual leave in a month.
- c. This leave has to be applied and approved by the reporting authority before 24 working hours of availing it. 24 working hours before it is availed.
- d. This leave cannot be availed without permission.
- e. No CL can be granted with less than 16 WH notice.
- f. No leave will be granted if the applicant leaves before approval. If availed, will be treated as leave without pay, which will then be settled at the end of a quarter.
- g. RA's are required to consult with the respective PL before sanctioning leaves.
- h. Grant of casual leave shall be subject to exigencies of business and at the discretion of the leave sanctioning authority.
- i. Holidays and weekly off days occurring during the period of Casual leave shall be counted as part of the leave.

4.1.2 Accumulation:

Casual leaves are not en-cashable and will not be carried-forward. Unavailed casual leaves if any, shall automatically lapse at the end of every FY.

4.2 MEDICAL LEAVE:

Medical Leaves are provided for illness of the employee, or their family's illness.

4.2.1 Eligibility & Approval:

- a. All Permanent & Contractual employees are eligible to avail Medical leave.
- b. ML may be applied after the leave is taken, however, the reporting authority/HR department should be informed about the leave at least by 9:30 AM.
- c. Medical certificate is to be produced for approval of the leave taken for more than 3 days at a stretch, without which this leave may not be approved.
- d. In case there is no medical certificate medicine bill/ prescription will also do.
- e. Holidays and weekly off days occurring during the period of Medical leave shall not be counted as part of the leave.

4.2.2 Accumulation:

Medical Leaves are not en-cashable and will not be carried-forward. Un-availed Medical leaves, if any, shall automatically lapse at the end of every FY.

4.3 LEAVE WITH PAY (LWP):

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LWPs are Privileged Leaves, can be availed in case of all personal reasons other than health related grounds.

4.3.1 Eligibility & Approval:

- a. All employees working as full time and permanent employees (other than Trainees) are entitled to avail LWP.
- b. LWP cannot be availed with an urgent request to/from the Reporting Authority.
- c. LWP is to be applied 48 work hours before the leave is required to be availed.
- d. No leave to be granted with less than 24 hrs notice period.
- e. No leave will be granted if the applicant leaves before approval. Unapproved leaves would attract pay cuts, which can be settled at the end of a quarter.
- f. RA's are required to consult with the respective PL before sanctioning.
- g. Number of days entitled for this leave are based on the grade structure.
- h. Holidays and weekly off days occurring/falling during the period of LWPs shall be counted as part of the leave.

4.3.2 Accumulation:

LWP is en-cashable and can be carried forward to the next FY.

4.4 MATERNITY LEAVE:

Any married woman employee who has completed a minimum of 80 days of service with the Organization from which she is claiming the maternity benefit, is eligible to get Maternity Benefit under the Act.

4.4.1 Eligibility & Approval:

- a. The Maternity Leave will comprise of 26 consecutive weeks of leave, i.e. 180 days.
- b. Maternity Leave needs to be applied, one month in advance and has to be approved by the Reporting Authority.
- c. These leaves will have the same treatment as Medical leaves, but will comprise of a separate category. Therefore, you can also reserve your Medical leaves, as usual throughout the FY. You may utilize your ML, along with your maternity leave period, only with proper sanction of your reporting authority.
- d. Leave extensions if any will be granted subject to impending jobs of the applicant and/or alternate process of operating as decided by the reporting authority.
- e. A Maternity leave will be awarded only twice in your entire tenure in the organization.
- f. In case of miscarriage, 6 weeks Maternity leave can be availed after submitting medical certificate.

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- g. For more than 2 children, Maternity benefit will be entitled to 12 weeks.
- h. 12 weeks Maternity benefit can be allotted to a Commissioning mother and Adopting mother.

4.4.2 Accumulation:

This leave is neither carried-forward nor en-cashable.

4.4.3 Payment of Salary during Maternity Leave

Payment during the Maternity leave will be disbursed only on Gross Salary.

4.5 PATERNITY LEAVE:

Paternity leave is a part of a package of benefits designed to give support to working fathers. A male confirmed Employee shall be entitled to 2 days to a maximum for 7 days leave on the birth of a child by his legal wife. This is only applicable for up to Two (2) children in the family.

4.5.1 Eligibility & Approval:

- a. The Paternity Leave will range from a minimum of 2 days to a maximum for 7 days leave.
- b. Paternity Leave needs to be applied in advance and has to be approved by the Reporting Authority.
- c. Leave extensions if any will be granted subject to impending jobs of the applicant and/or alternate process of operating as decided by the reporting authority.
- d. A Paternity leave will awarded only twice in your entire tenure in the organization.

4.5.2 Accumulation:

This leave is neither carried-forward nor en-cashable.

4.5.3 Payment of Salary during Paternity Leave

Payment during Paternity leave will be disbursed in full as it is a paid leave.

5. ENCASHABLE & CARRY FORWARD LEAVES:

- 5.1 All entitlements for encashment and carry forward are benefits for CSM members and eligible to avail after completion of 1 year service. However, such privileges will not be applicable if the employee is resigned from his services and serving the notice period.
- 5.2 Only LWP are en-cashable and can be carried-forward to the next FY.
- 5.3 A Maximum of 75 % of leftover LWP is en-cashable. Also a maximum of 25% of leftover LWP can be carried forward to the next FY.
- 5.4 **Rules for en-cashing LWP:**
 - 5.4.1 75 % of leftover LWP is en-cashable.

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5.4.2 The employee has to apply it before the end of the FY through Kwantify.

5.4.3 If the application is not applied before the 28th March, it will be forfeited for encashment.

5.4.4 Encashment amount would always be credited to the respective salary accounts only. No other form of payment would be adopted under any circumstances.

5.5 Rules for Carry forward leaves:

5.5.1 25 % of the leftover LWP can be carried forward after completion of One year service.

5.5.2 Carried forwarded LWPs will be treated as extra LWP for the coming FY and has to be utilized within a period of 6 months. If unutilized within the period; it will lapse.

5.5.3 Employees, below 1 year (should have completed 6 months) in the organisation are eligible to get the benefit of LWP carry forward. 75% of leftover LWP will be carried forward to the respective employees' Leave (LWP) account, this will be done automatically during the allotment of New Leaves, in new FY.

6. ABSENT RULES:

6.1 Absent days are required to be applied for and sanctioned on return with required proof/justification in whatever form is required.

6.2 Unauthorized or Unsanctioned leave will be treated as "Absent" / "Leave without Pay".

6.3 If an employee's attendance shows "absent" even for 1 day, in a month; there will be a salary deduction for each extra absent day @100 % of the working day pay.

6.4 You are required to convert your absent day into leave within 7 days after your date of absence. Beyond the period, it is at the discretion of the line manager whether or not to grant. However, all settlements if any, should be completed before the last week of the month, or there would be pay-cuts as per rule.

6.5 If the employees remain absent beyond the period of leave originally granted or subsequently extended with approval, for a period exceeding 7 consecutive days, he shall be considered as having voluntarily abandoned his employment and left the services of the Company without due notice with effect from the date of his absence. The management will strike off such employee's name from the rolls of the Company without serving any notice after the expiry of 7 consecutive days beyond the approved period of leave.

6.6 Absence of any intimation from employees end even after 7 days of sending of the notice would be treated as a case of disassociation.

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7. COMPENSATORY OFF

- 7.1 Provision of Compensatory Off is available to compensate the work performed on Weekly-Off days/Holidays for a Project/Client requirement. However, the Compensatory Off can be availed only if it is pre-sanctioned by the HoD and HRD.
- 7.2 Compensatory Off shall be computed as mentioned :
- 7.2.1 Working hours, from 4 to 5 hrs. a day → Half day Compensatory Off.
 - 7.2.2 Working hours for 6 hrs. and more → One day Compensatory Off.
 - 7.2.3 Compensatory Off cannot be encashed.

8. EXCEPTIONS

Leave in excess of entitlement would only be granted by the Management.