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Version	Prepared	Reviewed	Approved
Date	July 2014	July 2014	July 2014
Signature	Original Signed		
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Original document will be filed with HR			

0.0 Process Owner:
Human Resources

1.0 Objective:

The Leave policy covers various types of Leaves that an employee is eligible for and outlines the procedure for availing them.

2.0 Scope:

The Leave policy is applicable to all on roll employees of TASEC (Erstwhile TAS-AGT Systems Ltd) based in India.

This revised version is effective from 1st July 2014.

3.0 Categories of Leaves:

- Privilege / Earned Leave (PL)
- Casual Leave (CL)
- Sick Leave (SL)
- Maternity Leave (ML)

4.0 Leave Accruals and Credit:

Category of leave	Number of Leaves	Accrual	Max Accumulation Allowed	Encashment
Privilege leave(PL)	30 Days	Annual	240 Days	Yes
Casual leave(CL)	7 Days	Annual	Lapses at EOY	No
Sick leave(SL)	10 Days	Annual	60 Days	No
Maternity leave(ML)	12 Weeks	NA	NA	No

5.0 General Guidelines:

- For the purpose of Leave 'year' shall mean the Calendar year.
- Leave shall accrue from the Date of Joining, on a per day basis and credited to the leave balance at the end of the month.

- Employees are encouraged to apply for Leave well in advance and seek approval from the Manager before proceeding for the Leave.
- However, where not feasible (*for CL/SL*), employees shall communicate the Leave request to the Manager either through phone or email.
- Negligence in updating/informing the Manager about the Leave could lead to leave without pay.
- It shall be the Manager's responsibility to inform the HR about the Leave status for the team member.
- In the event of unauthorised absence of more than 3 days, the company shall initiate appropriate disciplinary action against the employee.
- Sanctioning of Leaves is a company decision. Based on business exigency, the Leave can be refused, revoked or curtailed.
- During the notice period only PL can be availed.

6.0 Availing of Leaves and other details :

Privilege Leave: (PL)

- Requests need to be made with a minimum of 15 day notice, to the Manager before availing the PL.
- Saturdays, Sundays or holidays which fall at the beginning and/or at the end of the privilege Leave shall not be counted as part of the Leave but Saturdays, Sundays or holidays which fall within the Leave period shall be counted as part of the Leave to be debited.
- PL cannot be suffixed or prefixed with CL or SL either directly or with a Saturday, Sunday or Holiday in between. In such cases all leaves availed would be debited as PL.
- Employees can avail of a half day PL, provided they have put in minimum 4.5Hrs of work on that day.
- Availing of PL while going on business travel or returning from business travel shall be allowed only with the prior approval of the Manager.

Encashment of PL:

- Encashment of PL, during the tenure of the employee, can take place in the undermentioned scenarios :
 - ❖ Accumulated PL balance is in excess of 240 days.
 - ❖ Accumulated PL balance is above 30 and encashment is requested by the employee.
- Pay-out shall be based on the prevailing month's Basic (exclusive of all allowances). The PL encashment amount paid shall be subject to tax and shall not be treated as a part of the regular salary of the employee. Accordingly, it will not be subject to or be taken into account for the purpose of calculation of Allowances, Bonus, Gratuity and/or contributions and payments or for any other purposes. Leave encashment is not liable for PF deduction.
- Un-availed Privilege Leave of employees who are retiring from the services of the Company upon attaining the age of superannuation shall be paid out based on the Basic plus monthly allowances prevailing in the month of retirement.

Casual Leave: (CL)

- Casual Leave shall not be granted for more than 3 days at a time.
- Saturdays, Sundays or holidays which fall at the start, end or within the Leave period shall not be counted as part of the Leave.
- CL cannot be suffixed or prefixed with PL or SL either directly or with a Saturday, Sunday or Holiday in between. In all such cases all leaves availed would be debited as PL.
- Employees can avail of a half day CL, provided they have put in minimum 4.5Hrs of work on that day.

Sick Leave: (SL)

- SL in excess of 2 days at a time shall only be granted on production of medical certificate/documents duly signed by a registered medical practitioner.
- Saturdays, Sundays or holidays which fall at the beginning and/or at the end of the Sick Leave shall not be counted as part of the Leave to be debited but Saturdays, Sundays or holidays which fall within the Leave period shall be counted as part of the Leave .

- SL cannot be suffixed or prefixed with PL or CL either directly or with a Saturday, Sunday or Holiday in between. In all such cases all leaves availed would be debited as PL.
- Employees can avail of a half day SL, provided they have put in minimum 4.5Hrs of work on that day.
- Submission of fake or untrue certificates will constitute serious misconduct and shall be liable for disciplinary action up to and including termination of services.

Maternity Leave: (ML)

- Female employees shall be eligible for Maternity Leave up to 12 weeks with pay. This may be availed, before and/or after the date of delivery, at the option of the employee, provided;
 - ❖ She has completed 160 days in the organisation.
 - ❖ Gives notice to the organisation, of her intentions to avail ML, not less than 8 weeks in advance, supported by a medical certificate.
- In case of a miscarriage or medical termination of pregnancy, on production of a medical certificate, female employee shall be entitled for Leave with pay, for a period of 6 weeks, immediately following the day of the miscarriage or medical termination of the pregnancy.
- In case of a Tubectomy operation, on production of a medical certificate, female employee shall be entitled for 2 weeks of leave with pay, immediately following the day of the operation.
- In case of illness arising out of pregnancy, delivery, premature birth of the child, female employee, on production of a medical certificate, shall be eligible for 4 weeks of leave with pay.
- ML can be prefixed or suffixed with other Leave categories post approval from the Manager.
- ML can be availed only twice in the tenure of the employee in the company.

7.0 Exceptions:

Exceptions if any shall be considered only post approval from the Head of the organisation.

8.0 Policy Changes:

The Company reserves the right to add/delete or modify any of the provisions mentioned. Any changes to the policy shall be communicated with the applicable effective date.

Frequently Asked Questions

- ❖ Please note that FAQs are provided only to help interpret the main policy document. In the event of a conflict in the wording/interpretation between the policy clauses and FAQ, the policy clauses shall prevail.

1. Can I be granted Advance leave?

- Advance leave can be granted to the employee only within the first year of joining.
- Advance leave can be granted up to a maximum of 5 PL days.
- Advance leave can be granted only once in the applicable period.
- Advance leave will be adjusted from the following month/s PL balance accumulation
- In case the employee quits with advance leave having been awarded to him/her, the same shall be recovered from his full and final settlement.
- Post approval from the manager the Advance leave approval mail needs to be shared with HR for credit.
- A sample illustration of the above.

Date Of Joining			
1st Aug 2014			
Month	PL Accrual	Leaves Availed	PL Balance
Aug	2.5	0	2.5
Sep	2.5	0	5
Leaves Availed from 1st Oct till 12th Oct 2014			
Oct	2.5	12	-4.5
Nov	2.5	0	-2
Dec	2.5	0	0.5

3. Are employees who are on Probation eligible for Leaves?
 - *Yes, employees on Probation are eligible for Leaves but they are encouraged to avoid absence from work in the Probation period.*
4. Who will approve my Leave if my Manager is not in office/or is on Leave?
 - *If the reporting Manager is not available, the approval can be sought from the Manager's Manager.*
5. Is there a cap on how many times I can avail PL in a year?
 - *If there is enough Leave balance and the Manager approves, there is no cap on how many times an employee can avail PL.*
6. Can I club my PL /CL/SL with a half day leave of a different category?
 - *Clubbing of different category of leaves is not permitted. The table below illustrates some scenarios and the working around the same;*

1. Illustration - Leaves availed in the same category

Friday	Saturday	Sunday	Monday	Total Leaves
First Half PL	×	×	First Half PL	.5 + .5 = 1PL
Second Half PL	×	×	Second Half PL	.5 + .5 = 1PL
Second Half PL	√	√	First Half PL	3PL
First Half PL	×	×	Second Half PL	.5 + .5 = 1PL

PS- Please note that the above working shall also be applicable in case of SL.

2. Illustration - Leaves availed in different category

Friday	Saturday	Sunday	Monday	Total Leaves
First Half PL/SL/CL	×	×	First Half PL/SL/CL	.5 PL/SL/CL + .5 PL/SL/CL
Second Half PL/SL/CL	×	×	Second Half PL/SL/CL	.5 PL/SL/CL + .5 PL/SL/CL
First Half PL/SL/CL	×	×	Second Half PL/SL/CL	.5 PL/SL/CL + .5 PL/SL/CL
Second Half CL/SL	×	×	First Half SL/CL	This would be clubbing and hence would be treated as .5 + .5 = 1CL
Second Half CL/PL	√	√	First Half CL/PL	This would be clubbing and hence would be treated as .5 + .5 + Weekend = 3PL
Second Half PL/SL	√	√	First Half PL/SL	This would be clubbing and hence would be treated as .5 + .5 + Weekend = 3PL

PS- Please note that the above working shall also be applicable in case there is a Holiday in between the leave instead of a weekend.

PS- Please note that the above working shall also be applicable in case Leave is availed back to back during the week e.g. Monday & Tuesday.

7. If I have a medical condition that requires me to be on leave but my SL balance is not sufficient, will I be allowed to avail my other category leave accruals?

➤ *Yes, in case of a medical condition an employee can seek approval from the Manager for availing other Leaves. The employee will have to submit the necessary medical documents and certificate from a medical practitioner.*

The leaves would be debited as described below;

- *SL availed, without sufficient balance, will be first adjusted with CL.*
- *If CL balance is insufficient then it shall be adjusted against PL.*
- *If PL balance is insufficient then it shall be accounted for as Leave without Pay.*

8. What do I need to do to avail the Leave as described in the policy in case of miscarriage or illness arising out of delivery or pregnancy?

➤ *The employee needs to inform the Manager via phone/email of the condition and send the required medical documents to seek approval.*

9. Can the Maternity Leave be clubbed with SL/CL/PL?

➤ *Yes, with prior approval from the Manager, Maternity Leave can be clubbed with SL/CL/PL.*

10. If I am on SL on Thursday and Friday and want to take PL/CL on Monday and Tuesday, how many Leaves will I be effectively taking?

➤ *A total of 6 Leaves will be deducted as PL.*