

# Leave Policy

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## **Objective**

To ensure work life balance amongst employees to take care of any personal emergencies /exigencies that may arise in normal course and provide them with an opportunity to rejuvenate by way of planned leave.

## **Scope**

The policy specifies details regarding leaves only and does not cover holidays, which is explained in a separate policy.

## **Applicability**

The policy is applicable to all employees of Sage Technologies Pvt. Limited,

## **Types of Leave**

- Casual Leave
- Privilege Leave
- Maternity Leave
- Paternity Leave
- Leave without Pay

## **Leave Accounting Year**

The leave account is operated on a calendar year basis i.e. from 1st January to 31<sup>st</sup> December.

## **Leave Approving Authority**

Leave is at the discretion of the reporting manager. The management can refuse to grant leave, at any time, according to the exigencies of organizational work. Any types of Leave need to have prior approval except medical Leave for which employee can inform his/her reporting manager latest by half an hour after commencement of the work timing. Eg: If an employee's working hours start from 9 AM, he/she has to inform to the Reporting Manager by 9:30 AM.

## Quantum

The employees are entitled to leave as per the following table:

Type of Leave	Quantum*	Credit Date
Casual Leave (CL)	12 days per year	Credited at the beginning of the Year
Privilege Leave (PL)	15 days per year (1.25 per month)	Credited monthly
Maternity Leave	26 weeks	N/A
Paternity Leave	5 days	N/A
Total Annual Leave	<b>27 Days</b> (12 CL + 15 PL)	

\* Please read below for more details:-

- In case of CL, the employee will be credited with the month's leave quota only if he joins on or before 15<sup>th</sup> of the month.

## Intervening Holidays

Intervening holidays will be taken into account for leave calculation.

**E.g.:** if an employee has applied for PL/CL from 30<sup>th</sup> June (Friday) to 5<sup>th</sup> July (Wednesday), then the number of leaves calculated is 6 days.

## Casual Leave

The employee can avail of casual leave to meet any medical/personal emergencies. CL can be availed for even half a day. However, CL cannot be availed for more than 3 days at a stretch. CL cannot be clubbed with any other leave under any circumstance.

## Privilege Leave

A **Confirmed\*** employee only is entitled to avail PL. However, under exceptional circumstances, as in the case of a serious illness, examination, an employee can avail PL up to the available PL balance. These will be treated as **Advance PLs**. PL cannot be clubbed with any other leave under any circumstance.

**\*Confirmed Employee:** One, who has completed probation period and received the “**Confirmation Letter**” after successful completion of “**Employee Confirmation Process**” by the Company. Probation period can be extended by 1 – 3 months depending upon the outcome of “**Employee Confirmation Process**”.

## Maternity Leave

All women employees who have worked continuously for a period of at least 80 days during the 12 months immediately preceding the date of her expected delivery, are entitled to receive maternity benefit. The maximum period for which any woman shall be entitled to maternity benefit shall be of a total of 26 weeks of leave for the first 2 children, which not more than Eight (8) weeks shall precede the date of her expected delivery. **Leave for miscarriage:** In case of miscarriage, a woman shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit, for a period of six (6) weeks immediately following the day of her miscarriage. A woman suffering from illness arising out of pregnancy, premature birth of child or miscarriage shall, on production of such proof as may be prescribed, be entitled, in addition to the period of absence allowed to her to leave with wages at the rate of maternity benefit for a maximum period of one month.

In case of leave taken due to illness, miscarriage or medical termination of pregnancy, a medical certificate from a registered medical practitioner has to be obtained and submitted to the HR department. Medical termination of the pregnancy should be one that is advised by the doctor/medical practitioner. Benefits will not apply if it is a voluntary termination. In case of voluntary termination, leave cannot be claimed under the maternity leave policy.

Any rest day or public holiday that falls due during maternity leave is counted as part of the maternity leave and will not give rise to any additional leave or payment.

## Paternity Leave

A male employee is eligible for 5 working days of paid paternity leave for the birth of his child. A formal communication along with documentary evidence is to be submitted to the reporting manager. This leave must be availed within 30 days of the child's birth and in continuation.

## **Leave Without Pay**

It is not the policy of the company to encourage this practice. Under exceptional circumstances like serious illness, the employee can avail of such a leave after seeking approval from the Practice Head. This may be sanctioned only when all other forms of leave are exhausted. Weekends in between will be counted as a part of Leave without Pay.

## **Procedure**

Each employee is required to seek approval for all types of leave from the reporting manager. All PLs should be applied at least 1 week in advance. The leave has to be approved by the reporting manager.

In event of an unplanned requirement (e.g.: illness/ personal emergency), the reporting manager must be notified of the absence latest by half an hour after commencement of the work. Any leave taken due to sickness (for more than two days) should be supplemented by a medical certificate certified by Medical Officer or a registered medical practitioner. As far as possible, the employee should notify his/her absence in advance.

In case of **maternity leave**, the employee must submit application at least 2 months in advance with the expected date of delivery. She is required to produce a medical certificate confirming the pregnancy and detailing the expected date of birth and the date on which the maternity leave is to commence.

## **Separation from the Company**

Employees are also not allowed to avail any leave during the notice period except in case of medical and personal exigencies. The notice period, in such cases, will accordingly be increased that many days.