
LEAVE AND ATTENDANCE POLICY

1. Purpose

TechnoSphere India Private Limited aims to regulate workplace attendance and provide a clear framework for employee time off. This policy ensures a fair and consistent approach to managing leave while supporting employee well-being and operational efficiency.

2. Scope

This Policy applies to all full-time and part-time employees of TechnoSphere India Private Limited across all locations and departments.

3. Types of Leave

- **Annual Leave (Earned Leave/Privilege Leave):**
Employees are entitled to 18 days of annual leave per year, accrued monthly. Leave must be planned and approved in advance. Unused leave may be carried forward or encashed as per company policy and statutory guidelines.
- **Sick Leave:**
Employees may avail up to 12 days of paid sick leave annually, with provision for medical certificates for absences exceeding 2 consecutive days.
- **Casual Leave:**
Casual leave of 7 to 12 days per year is provided for unforeseen personal matters or emergencies. Prior approval is recommended where possible.
- **Maternity Leave:**
Female employees are entitled to maternity leave as per the Maternity Benefit Act, 1961, currently 26 weeks for the first two children and 12 weeks thereafter.
- **Paternity Leave:**
Eligible male employees may avail 15 days of paid paternity leave for childbirth or adoption.
- **Special Leaves:**
Includes bereavement leave, study leave, leave for jury duty, and other discretionary leaves subject to management approval.

- **Public and Statutory Holidays:**

The company observes all applicable national and regional holidays as per the Shops and Establishments Act and other relevant laws.

4. Leave Application and Approval Process

- Employees must apply for leave through the designated HR management system or written application specifying type and duration.
 - All leave requests require approval from the immediate supervisor and HR.
 - Emergency leave should be communicated as early as possible.
 - Unauthorised absences may lead to disciplinary action.
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5. Attendance Monitoring

- Attendance is recorded daily through [biometric systems/online attendance tools].
 - Employees are expected to adhere to prescribed work hours and notify supervisors promptly in case of delays or absence.
 - Patterns of irregular attendance or absenteeism will be reviewed and addressed.
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6. Leave Encashment and Carry Forward

- Unutilized annual leave may be carried forward to the next calendar year subject to company limits.
 - Leave encashment is available as per statutory provisions and company policy on separation or yearly settlement.
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7. Flexibility and Remote Work

- Leave policies may be adapted for remote or hybrid work arrangements, with additional considerations for employee wellness and operational needs.
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8. Compliance

TECHNOSPHERE INDIA PRIVATE LIMITED

Registered Address: Hinjewadi, Phase2, Pune, Maharashtra, India

CIN: CIN123456789

- This Policy complies with the Factories Act, Shops and Establishments Act, Maternity Benefit Act, and other relevant local labor laws.

9. Policy Review

This Policy shall be reviewed annually or as required to comply with changes in legal requirements or company operational needs.

Approved by: Board of Directors

Effective Date: Jan 2025

Review Date: Jan 2025