

# Employee Leave Policy

## 1. Leave policy overview.

- a. Employees at Codelynks are granted leaves with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company.
- b. It is expected that each employee is expected to make wise use of leaves, ensure that the work commitments are not/least affected.
- c. This policy details the various applicable leaves for an employee and comes into effect from Jan 1, 2019 onwards.
- d. For Attendance policy, please refer to the Attendance policy document on the HR portal.

## 2. Office Hours

- a. Office hours are scheduled from 9AM to 6PM. Employees are given a thirty minute grace period at the start and end of each scheduled shift.
- b. A minimum of 42.5 hours of work (8.5 hours per day) is expected for each employee on every week (with 5 working days), to ensure optimal productivity.

## 3. Leave year and applicability

- a. Leave year is from 1st January to 31st December.
- b. Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- c. Eligible leave is credited to the employees as per the leave type.
- d. This Leave policy is applicable for all probationary/permanent staff of the company.
- e. Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rated basis.
- f. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month.
- g. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
- h. If an employee is relieved on any day between 1st to 15th of a month, then he / she is not entitled for leaves due for that month.
- i. If an employee happens to leave on any day between 16th to the end of the month, then he / she is entitled for leaves due for that month.

## 4. Casual Leave

- a. Eligibility: All permanent employees of the company and is calculated for one year from Jan to Dec.
- b. Entitlement: An employee is entitled to avail 6 days of casual leave in an year.
- c. A minimum of half CL can be availed & a maximum of 3 days in a row can be taken.
- d. Intervening National / Festival / Declared holidays will NOT be counted as part of the leave.
- e. Balanced CL remaining unutilized as on 31st December will lapse.
- f. National / Festival / Declared / weekly off days can be prefixed and / or suffixed to Casual Leave
- g. Leave application should reach the HR department within 1 working day of rejoining.

## 5. Earned Leave

- a. This leave is applicable to all confirmed employees.
- b. EL of 1 day will be credited at the beginning of each month.
- c. For employees who is confirmed during the course of the previous month, grant shall be on a pro-rata basis (Eg: - If joins on or before 15 April, 1.5 days EL and if joins by 16 April or later in April, 0.7 EL only shall be given).
- d. Only working days that fall during the leave period shall be counted as Earned Leave.
- e. Employee can apply for a maximum of 5 days in one single instance.
- f. In case of accumulated EL balance, a maximum of 10 days shall be carried forward to the next year. Any balance in excess of 10 days will be lapsed.
- g. At the time of separation, employee shall be entitled to claim encashment of the unused EL balance.
- h. Earned Leave encashment shall be against the current basic salary and subject to prevailing income tax rules.

## 6. Maternity/Paternity Leave

- a. Maternity is given to all female employees who are married and are expecting a child. 26 weeks of paid leave, whether taken before or after childbirth. However employee cannot avail more than 6 weeks leave before expected delivery.
- b. When miscarriage or medical termination of pregnancy (MTP) occurs, the employee may, on production of substantial proof, shall be entitled to paid leave, for a maximum period of 6 weeks, immediately following the day of her miscarriage or MTP.
- c. If the MTP is voluntary and not advised by the registered medical practitioner, paid leave shall not be applicable and whether any other leave to be granted is up to the discretion of the leave approving authority.
- d. All medical certificates shall be from a registered medical practitioner and the same shall be furnished to Leave Approver or HR.

- e. Employee shall apply for leave, 45 days prior to start date of the leave and medical certificate from a registered medical practitioner shall be submitted with the application.
- f. All holidays, rest/off days that fall during the leave period shall be counted as maternity leave.
- g. Before leaving on ML, employee shall ensure approval from Immediate Manager and otherwise such absence shall be treated as unauthorized.
- h. Maternity leave cannot be encashed or carried forward to next year.

## **7. Marriage Leave**

- a. Marriage leave is available for employees who are getting married.
- b. All employees (Probation and Confirmed) are applicable for this leave type.
- c. An employee is eligible for 10 days of marriage leave. This leave can only be taken in one stretch.
- d. Any employee who needs more than 10 days of marriage leave may be allocated additional leaves based on discretion of the HR. Additional leave may be subject to LoP depending on leaves available in credit.
- e. Intervening National / Festival / Declared holidays will NOT be counted as part of the leave.
- f. This leave type cannot be carry forwarded to the next year.

## **8. Loss of Pay Leave**

- a. These types of leaves are taken during unavoidable circumstances.
- b. All employees (Probation and Confirmed) are applicable for this leave type.
- c. Salary will be deducted to the extent of number of LOP days availed.
- d. All Holidays and weekends that fall between the leave period shall also be counted as LOP (i.e covering rules are applicable).
- e. A maximum of 10 leaves can be taken under this category. Anything beyond the permitted limit of 10 shall incite double pay loss.
- f. This leave type cannot be carry forwarded to the next year.

## **9. Compensatory Leave**

- a. An employee may be required to Work-from-home, to meet delivery commitments. This option is available only when required by the reporting manager.
- b. Employees who work on weekends or Holidays can avail a compensatory off.
- c. Employees would generally first need to get a credit and can then avail this Leave.
- d. If the total hours worked by the employee is 4 hours and less than 8 hours, half a day shall be credited.
- e. If the total hours worked by the employee is 8 hours and more, 1 day shall be credited.
- f. Encashment is not allowed.
- g. Unused CO lapses at the end of the year and cannot be carried forward to next year.

## **10. Procedure for Applying Leave**

- a. An employee is required to take an approval from the reporting manager via HR portal at least 2 weeks in advance before proceeding on leave for planned leaves.
- b. For emergency leaves, employees are expected to update the reporting manager within 4 hours of proceeding on leave. Leaves should be applied via the HR portal within one day of rejoining.
- c. Requests for leave shall be considered in the light of current and anticipated workloads.
- d. Absence without a leave approved leave shall be treated a Loss of Pay.

## **11. Leave Cancellation**

- a. Employee may change his leave plan and reverse the sanctioned leave, in such event the un-availed leave will be credited to his account. The Leave sanction stands void. Employee will need to submit a fresh leave application for availing any leave in future.
- b. The manager can also cancel the once sanctioned leave on situational / need basis.
- c. 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.

## **12. Leave Extension**

- a. The employee has to apply to his/her manager for extension of leave well in advance and get it sanctioned to avail them.
- b. In case an employee overstays the unsanctioned leave availed will be treated as absence from duty.

## **13. Overview of disciplinary action for attendance infractions.**

- a. Absence from duty without a formal leave application shall be treated as Loss of Pay Leave.
- b. If the attendance of an employee remains irregular, without valid reasons, may result in disciplinary actions.

## **14. Leave policy Exceptions**

Absence because of bereavement in immediate family, serious health issues to self/immediate/dependent family members, are exempt from disciplinary action, at the discretion of

the Management. However, such instances shall be intimated to the reporting manager or HR Manager.