

Samagra Leave Policy

Overview

The purpose of this document is to enlist all the types of leaves **Samagra team members (permanent / contractual) across designations** are eligible for and detailing out the process of availing appropriate leaves whenever required.

Types of leaves

As a full-time Samagra team member across designations, one is entitled to the following paid leaves in the calendar year (January to December of a given year):

- **Public Holidays:** At the beginning of every calendar year Samagra will release the holiday calendar consisting of around 12 holidays (as applicable) planned in advance by the management (*Refer to the [holiday calendar](#) to view list of holidays for current calendar year*).
- **Planned/Emergency Leaves:** Every team member is entitled to 22 days of planned/ emergency leaves in a calendar year, which can be availed at any point in the calendar year. These leaves are to be planned in advance in consultation with the concerned manager to the extent possible.
 - At the end of every calendar year, out of 22 only 15 leaves are encashable and can be carried forward.
 - Carry forward balance at the end of the year will be calculated as follows:
 - $15 - x$ (x = no. of leaves taken from January to December)
 - Team members can avail a full / half day leave as per their requirement.
 - Maximum unavailability in one go (on account of leaves) can not be more than 2 weeks. These 2 weeks are inclusive of weekends / public holidays / leaves.
 - Leaves would be allocated on a pro-rata basis if one joins in the middle of the calendar year.
 - Leaves can be accumulated and carried forward upto a total of 45 days. Leaves accumulated in excess of 45 days will be encashed in the next applicable payment cycle.
 - In case a team member's leave balance at the end of the calendar year runs in the negative, adjustments will be made in the salary of the team member at the end of the calendar year, if not earlier.
 - In case a team member leaves in the middle of the calendar year, leaves availed will be adjusted against leave quota calculated on a pro rata basis till that point in the year. If at the time of exit, the leave balance runs in the negative, adjustments will be made in the last due salary pay-out of the team member.
 - In case a team member exits the firm before completing 3 months from the day of joining, they will not be eligible for leave encashment.

- **Transition Leave:** A team member, who transitions to another program in a given year after spending at least 9 months full-time on the previous program, is eligible for upto 5 days of transition leaves (paid leaves).
 - It can be availed only either before joining the next program or sometime within 3 months of joining the next program.
 - It should be availed in one go and cannot be spread out during the eligible period.
 - It must be availed independently and cannot be clubbed with any other leave.
 - Transition leaves lapse in case not utilized within the prescribed time period.
- **Wedding Leave:** Every team member can avail upto 3 weeks (15 working days) of paid wedding leave whenever applicable. It can be clubbed along with Public or Planned Leaves. It must be planned and aligned at least 90 days in advance.
- **Maternity Leave:** All female team members who have worked for at least 80 days within the past 12 months are entitled to 26 weeks of continuous paid maternity leave whenever applicable. It can be clubbed along with Public or Planned Leaves.
- **Paternity Leave:** All male team members who have worked for at least 80 days within the past 12 months are entitled to avail upto 4 weeks of paid paternity leave within 6 months of the delivery date. The leaves can be availed together or in parts. It can be clubbed along with Public or Planned Leaves.
- **Sabbatical (Unpaid):** Any long leave more than 2 weeks (including weekends/public holidays) excluding wedding, maternity, and paternity leaves, will be considered as sabbatical. Sabbatical is a long time to be away from your job. The management will need to plan for your absence and your return to work accordingly.
 - A team member who has completed atleast 1 year of continuous service in the organization is eligible for a Sabbatical.
 - Maximum 6 weeks of Sabbatical can be availed.
 - Sabbatical cannot be clubbed with any other type of leave.
 - It must be planned and approved by the respective Program Lead and CoS (Chief of Staff) atleast 90 days in advance over email. Upon approval, the team member can apply for Sabbatical via Zoho.
 - A sabbatical must be taken in one continuous period. It cannot be split into several shorter periods or encashed at the time of exit.
 - During the sabbatical period, your leaves will not accrue.

For the purpose of law and rules as applicable, the above leaves are including casual leave/sick leave and privilege leave and have been renamed and incorporated in accordance with the company culture.

Leave Application Process

The following process should be followed for leave application-

- Align with your manager (in person or on phone) on leave dates as per the prescribed timelines.

- Apply for leaves on [Zoho people](#) portal as per the available leave category. Only in case of Transition and Sabbatical Leaves raise a 'Leave Grant' request for it to be available as an additional leave category whenever applicable.
- Follow the User guide to navigate through the application

Attendance

- An employee attendance record will be maintained to keep track of leaves availed by employees each month.
- There will be a reminder to log all leaves by 23rd of the month on Zoho. Any remaining unrecorded leaves must be filled in by the 23rd of each month.

Leaves during Probation Period

- Maximum of 3 leaves can be availed during probation period; the remaining leaves will be accrued and can be availed post the probation.
- These will include planned / emergency/ sick leaves etc.
- These leaves are to be planned in advance in consultation with the concerned manager to the extent possible.

Leaves during Notice Period

- Team members in the role of Program Associate / Program Coordinator / Program Manager or any other equivalent role can take upto 5 leaves (*if available in the team member's leave balance in line with the leave policy*) while serving the notice period. These leaves are to be planned in advance in consultation with the concerned manager to the extent possible

We strongly encourage everyone to leverage their annual leave allowance, in consultation with their managers, to get personal time away from work for rejuvenation for quality time with closed ones.