

Leave Policy

Objective

The objective of this policy is to define the types and entitlement of leaves and provide the guidelines for its administration.

Applicability

This policy is applicable to all the employees of Promact.

Types of Leaves

Sr. No	Leave Type	Entitlement
1	Casual Leaves (CL)	07 working days
2	Sick Leaves (SL)	07 working days
3	Privilege Leaves (PL)	18 working days
4	Maternity Leave	Maximum of 26 weeks up to 2 children; Maximum up to 12 weeks for more than 2 children
5	Paternity Leave	10 working days
6	Paid Vacation	05 working days (on completion of 3 years in Promact)

Note – Employees are not eligible to avail any Privilege leaves during the probation period.

Prior Approval in case of Planned Activity

The employee who wants to avail leave/short leave shall apply it on HRStop well in time, in case of planned activity and get prior approval before proceeding for the leave. Some examples of the planned activities are elaborated for better understanding i.e., to attend the marriage/other Ceremonies, to visit the Government offices, visit out of city, Medical Test/checkup etc.

Leave Intimation

Number of continuous Leaves required	Casual Leave	Privilege Leave
Half Day	At least before 1 day	At least before 1 day
1-2 Leaves	At least before 5 Days	At least before 5 Days
3-7 Leaves	At least before 30 Days	At least before 15 Days
8-15 Leaves	NA	At least before 45 Days
More than 15 Leaves	NA	At least before 60 Days

In case of **Sick Leave/Emergency Leave**, the reporting manager or HR team needs to be informed either by a call or a message, before availing these leaves. HR will keep a track of the records. In case, the employee is not in a situation to contact reporting manager or HR, a family member can also inform. While availing these leaves, alternative owner of your planned work should be communicated to HR either by Reporting manager or the employee.

Note - The Casual/Privilege & Sick leaves are not adjustable. In case one of them has been consumed, an employee can apply the leave from HRStop through "LOP" request.

General Guidelines for main 3 types of Leaves

Privilege Leave

- 1.5 leaves will be credited to your account per month on pro-rata basis after the confirmation. These leaves will be credited on 1st of every month.
- These are the planned leaves and can be used for any purpose.
- If an employee joins on or before 10th of the month, he or she will get 1.5 leaves; for rest, 0.5 leave will be credited for that month.
- Pending Privilege leaves will be encashed at the end of each financial year. Basic Salary of the financial year will be considered for the leave encashment.
- Pending Privilege leaves can be carry forwarded for maximum one quarter after the end of the financial year. After one quarter, the pending leaves will be encashed.
- Need to apply leave on the HR Portal. Only approved leaves can be availed. In case the leave is not approved, the leave availed will be considered as “Leave Without Pay”. (Note – It is mandatory for the reporting manager to approve/reject the applied leaves of their team member before the leave day.)
- For any reason, if employee has to part the ways, then he/she can avail this leave based on the approval.
- No leaves will be credited while the employee is on the maternity leaves.
- Privilege Leaves cannot be clubbed with Maternity leaves.

Casual Leave

- 7 Leaves will be credited per annum at the beginning of the financial year. In case, an employee joins post the beginning of the financial year, leaves will be credited in their account as per the pro-rata basis.
- These are the leaves for other than vacation or health issues. Employees can avail it for any purpose.
- If an employee joins after 10th of the month, No Casual leave will be considered for the 1st month. Casual leave will be credited from the 2nd month onwards.
- These leaves cannot be encashed and if not availed, will get lapsed at the end of every financial year.

An employee needs to apply this leave on the HR Portal. Only approved leaves can be availed. In case the leave is not approved, the leave availed will be considered as “Leave Without Pay”. (Note – It is mandatory for the reporting manager to approve/reject the applied leaves of their team member before the leave day.)

- For any reason, employee has to part the ways, casual leaves will be lapsed on the day of resignation.
- Casual Leaves cannot be clubbed with Maternity leaves.

Sick Leave

- 7 Leaves will be credited per annum at the beginning of the financial year. In case, an employee joins post the beginning of the financial year, leaves will be credited in their account as per the pro-rata basis.

These are not planned leaves. However, can be applied in advance for any planned medical appointments or planned surgeries etc. Employees can avail it for any medical/ health purpose only. (Note: This is only for employee's health purpose and not for any family members or friends or relatives)

If an employee joins after 10th of the month, No Sick leave will be considered for the 1st month. Sick leave will be credited from the 2nd month onwards.

These leaves cannot be encashed and if not availed, will get lapsed at the end of every financial year.

For more than 2 continuous Sick Leaves, a Medical certificate needs to be provided within 7 Calendar days of resuming the duty (Medical certificate needs to be uploaded in the "Document" category of HRStop).

An employee needs to apply the leave on the HR Portal within 2 days of resuming duty. Reporting managers will have to approve this leave. In case of medical certificate required, and not submitted, will attract "Leave Without Pay".

For any reason, employee has to part the ways, sick leaves will be lapsed on the day of resignation.

Sick Leaves cannot be clubbed with Maternity leaves.

General Guidelines for Leave Approval

Following are the few guidelines to avail any of the above leave type.

Leave Approval

If there is a scenario where an employee has applied for any of the leave but due to sudden case, his/her plan is cancelled and attends the office, it's mandatory for him/her to send the cancel request for his applied leave. If the cancellation request has not been applied, by default the applied leave will be considered as Approved only.

Note – If leaves are not approved/disapproved by TL till the date of the leave then it will be considered deemed to be approved.

Paternity Leave

Male Employees will be granted paternity leave for **10** continuous working days.

- The leave should be availed within **90 days'** time of the birth of the child.
- This will be applicable up to a maximum of two confinements during your tenure in Promact. (Note: Other perks of parenthood is mentioned in the policy named "Perks of Parenthood".)

Available Leaves Utilization for Wedding Purpose

- An employee will be allowed a marriage leave for a maximum of 20 working days only.
- The employee needs to apply for marriage leave 2 months prior to the date of commencement of leave. (Note: An employee can apply for Marriage Leave in the HRStop as a Casual Leave/Privilege Leave/LOP. It's a part of Casual Leave/Privilege Leave only and anything exceeding it, mandatory to apply in the HRStop as an "LOP".)

Paid Vacation

We consider our employees as our valuable assets. We are glad to provide extra benefits to our loyal employees who have successfully completed 3 years in Promact.

- On the successful completion of 3 years, the employee will be eligible for 5 working days Paid Vacation. The employee needs to take this leave at a stretch.
- The employee cannot take this leave **before and after 15 days** of Diwali.
- The employee needs to apply this leave in the HRStop one month prior. (Note: Employee should take prior approval from team leader/reporting manager before applying for leave.)
- Paid Vacation cannot be taken in continuation of any National Holiday or any other pre-applied CL, PL, and Maternity Leave.
- If any National holiday falls in between the Paid Vacation, it will be considered as the one among the 5 days of the Paid Vacation only.

***Note for Paid Vacation:**

- If any national/restricted holiday falls in between/continuation to the duration of the 5-day vacation, the day(s) of the holiday would be considered within the criteria of paid vacation only & the employee cannot avail an additional day-off for it.

Long leave for festival celebration (Not Applicable in WFH scenario)

For the celebration of major festivals like Diwali or Durga Puja, employees are allowed to take a maximum of 10 working days of continuous leaves.

- This kind of long leaves will be allowed only once in a year.
- If an employee is planning for such leaves, then he/she needs to apply it before 2 months. Approval will depend on the status of the project and pending tasks.
- Any leave for more than one day in continuation with other applied leaves will be considered as LOP. (For e.g., XYZ Employee has applied for leave from 1st November 2022 to 10th November 2022 for festival celebration & if he/she will take unplanned leave on 11th & 12th November 2022 for any reason (health or personal) then leave taken on 11th and 12th November will be considered as LOP.)

Note - As we are working from Home due to pandemic and we are working with flexibility, this clause will not be applicable till further notice.

Compensatory Off

Compensatory Off is eligible where an employee has to work for above the assigned tasks to achieve the deadline of the project. For allowing the compensatory off, the decision can be taken by the team leader. Once an employee is conveyed by team leader then only, they can apply it from the HRStop. After applying compensatory off, 1st approval is required from the team leader and then final approval will be given by HR.

Leave Encasement

- Privileged leaves can be accumulated only for one year, up to a maximum of 18 working days at any given time. Privileged leave payment would be calculated as per the "Basic" component in the current salary.

Holidays

Holidays commemorating events of national, social, and religious significance are offered to employees. Apart from scheduled weekend/earned & casual leaves, there will be 8 paid holidays every year. Holidays' list will be put up every year in December and accordingly will be applicable.

No-Fault Attendance System

The organization follows a no-fault attendance system. In a no-fault attendance system, if an employee takes leaves without prior approval/valid reasons, a warning would be given. If the pattern is found to be repeated several times, the organization is liable to take strict disciplinary action on the employee.

Note: All the queries/suggestions/complaints should be escalated to HR through Helpdesk on HRStop. All the employees must follow this path.