

# Leave Policy

### 1. Introduction

The organization acknowledges that time off from work is essential for employees to rest, recover, and manage personal matters. This **Leave Policy** outlines the structure, eligibility, procedures, and approval guidelines related to employee leave, ensuring fair application and effective workforce planning.

This policy applies to **all employees** of the organization from the **date of their joining** and is in line with applicable federal and local labor laws.

### 2. Purpose

The purpose of this policy is to:

* Define types of leaves and annual entitlements.
* Ensure a **systematic process** for planning, applying, and availing leave.
* Maintain productivity and transparency through **centralized tracking** via the **HRIS system**.

### 3. Leave Types and Annual Entitlements (For Existing Employees)

All full-time employees are entitled to **18 days of paid leave annually**, divided into the following categories:

| **Leave Type** | **Days Per Year** |
| --- | --- |
| **Casual Leave (CL)** | 8 days |
| **Emergency Leave (EL)** | 5 days |
| **Medical Leave (ML)** | 5 days |
| **Compensatory Off (Comp Off)** | As earned and approved |

**Compensatory Off**: Can be availed only after prior approval for extra work done beyond normal working hours or on holidays. It must be used within **2 months** from the date it is credited, failing which it will **lapse**.

### 4. Leave Entitlement for New Joiners

Leave entitlements for new employees will be **prorated based on the quarter of joining**:

| **Quarter of Joining** | **Casual Leave** | **Emergency Leave** | **Medical Leave** | **Total Leave** |
| --- | --- | --- | --- | --- |
| Jan 1 – Mar 31 | 8 | 5 | 5 | 18 |
| Apr 1 – Jun 30 | 6 | 4 | 4 | 14 |
| Jul 1 – Sep 30 | 4 | 3 | 3 | 10 |
| Oct 1 – Dec 31 | 3 | 2 | 1 | 6 |

### 5. Leave Carry Forward and Expiry

* **Casual Leave (CL)** balance as of **December 31st** of each calendar year will be **halved and carried forward** to the next year.
* Other types of leaves, if unused, **do not carry forward** unless specified otherwise.
* There is no encashment of unused leave unless stated in the employee's employment contract or a specific policy.

### 6. Leave Application Process

To ensure proper tracking and approval:

* **All leave applications must be submitted via the official HRIS system.**
* **Emails, phone calls, WhatsApp messages, or verbal intimation will not be accepted** as official leave requests.
* Employees must submit their leave applications in advance wherever possible, except in emergencies.

### 7. Disciplinary Action for Non-Compliance

Failure to apply for leave through the HRIS system or availing leave without approval may result in:

* **Leave being marked as unpaid** (Loss of Pay – LOP).
* **Disciplinary action**, which may include a formal warning or impact on performance evaluation.

### 8. Manager and Leader Responsibilities

All **Department Heads and Team Leaders** are expected to:

* **Review, approve, or reject** leave requests in the HRIS system **in a timely manner**.
* Ensure that adequate manpower is maintained during approved leaves to avoid disruption of work.

### 9. General Guidelines

* Repeated unplanned absences without approval will be taken seriously and reflected in the employee’s disciplinary and performance record.
* Medical leave may be supported by a valid **medical certificate**, especially if the duration exceeds 2 consecutive days.
* Leaves must be utilized **responsibly** to maintain a balance between operational efficiency and employee well-being.

### 10. Conclusion

This Leave Policy reflects the company’s commitment to supporting employee well-being while maintaining professional discipline and operational efficiency. All employees are expected to adhere strictly to this policy, and all managers are responsible for its consistent implementation.