

## **Leave Administration Policy**

Policy Title : LEAVE ADMINISTRATION  
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### **1 PREAMBLE**

The primary purpose of leave policy is to enable employees to re-energize themselves and also to attend to their personal needs. Employees are entitled to request for leave during each year in order to achieve this purpose. A year for leave calculation is based on the calendar year (January – December).

### **2 ELIGIBILITY**

- 2.1** All the full-time employees who are on the payrolls of the Company and after completion of Probation/Training period
- 2.2** Probationers and Trainees are not eligible for all types of leave during their probation/training period. They are entitled to only an Emergency Leave of 1 day per month to be utilized in case of any emergency requirements
- 2.3** Employees serving notice period in the company are not entitled for any leaves except sick leaves which are allowed to be availed subject to availability and approval.

### **3 TYPES OF LEAVE**

#### **3.1 CASUAL LEAVE**

- 3.1.1** Employees are entitled to a maximum of **6 days** of Casual leave in a calendar year
- 3.1.2** Leave crediting would be done every month in advance. Casual leave is credited ½ a day per month, whereas the employees completed their probation/training period during the year will get the credit with effect from that particular month
- 3.1.3** Any unutilized leave in this category will lapse at the end of the calendar year
- 3.1.4** Request for Casual Leave must be made and approved of (by the Reporting Manager) at least 1 day in advance of the leave taken to enable work planning and functioning during the period of absence but in case of emergency this can be informed to Reporting Manager/HR department on the day of availing such leave
- 3.1.5** Casual Leave cannot be clubbed with earned / sick leave. A maximum of 2 days of casual leave can be availed at a time

### **3.2 SICK LEAVE**

- 3.2.1** Employees are entitled to a maximum of **6 days** of Sick leave in a calendar year
- 3.2.2** Leave crediting would be done every month in advance. Sick leave is credited ½ a day per month, whereas the employees completed their probation/training period during the year will get the credit with effect from that particular month
- 3.1.6** Any unutilized leave in this category will lapse at the end of the calendar year
- 3.2.3** In the event of employee availing of sick leave for more than 2 days, a doctor's certificate should also be submitted as a proof of such sickness
- 3.2.4** Absence from work due to sickness and to avail for Sick Leave, Reporting Manager / HR Department must be updated, the same day of availing such leave by way of telephone call or email
- 3.2.5** Sick Leave cannot be clubbed with any other leave

### **3.3 EARNED LEAVE**

- 3.3.1** Employees are entitled to a maximum of **12 days** of Earned leave in a calendar year
- 3.3.2** Leave crediting would be done every month in advance. Earned leave is credited 1 day per month, whereas the employees completed their probation/training period during the year will get the credit with effect from that particular month
- 3.1.7** Any unutilized leave in this category will lapse at the end of the calendar year
- 3.3.3** Earned Leaves cannot be taken for more than the eligible limit, not more than one week (5 working days) at any given time but only once every year, thereafter not more than 2 days
- 3.3.4** Request for Earned Leave must be made and approved of (by the Reporting Manager) at least 5 days in advance of the leave taken to enable work planning and functioning during the period of absence.
- 3.3.5** Earned Leave cannot be clubbed with any other leave
- 3.3.6** In the event of an employee leaving the company the leave balance to his/her credit shall become nil and the employee is not allowed to utilize any leave thereafter during the notice period.
- 3.3.7** As a best practice every employee is supposed to take one week leave (5 Working days) compulsorily once every year. This leave should be applied in consultation with the Reporting Manager/HR Dept. In case any employee not availing this leave period of one week, HR Dept is constrained to direct the concerned employee after consulting the Reporting Manager to avail one week leave.

### **3.4 SPECIAL LEAVES**

Special Leaves are in addition to the above stated Casual, Sick and Earned leaves. They are accumulated and managed as hereunder:

### **3.5 LEAVE DUE TO BEREAVEMENT**

**3.5.1** The facility of additional leave for a period of 3 working days is provided to the employees in the event of any bereavement of an immediate family member. Immediate family for the purposes of this policy covers Parents, Spouse and children

**3.5.2** This leave is over and above all other leaves mentioned in this policy.

### **3.6 LOSS OF PAY LEAVE**

**3.6.1** Employees who do not have any leave credit to their account and are not eligible for any other special leave, can apply for leave on Loss of pay(LOP) in case of an emergency

**3.6.2** This leave also needs to be approved by the Reporting Manager and Manager/Director – Human Resources, this leave cannot be more than 15 days

**3.6.3** Any weekends/intervening holidays that are falling between two LOP days that are not paid for, would become part of the LOP

### **3.7 MATERNITY LEAVE**

**3.7.1** Lady employees who worked with the company for not less than 6 months are eligible for maternity leave for a total period of 90 days, overlapping with the delivery date. These 90 days are inclusive of intervening weekly offs and holidays

**3.7.2** The above leave would be regularized basing on the Certified Medical Practitioner's Certificate to such effect

**3.7.3** This leave is without pay and also over and above all other leaves mentioned in this policy.

## **4 CREDIT OF LEAVE**

Leave crediting would be done every month in advance. Sick and Casual Leave is credited **½ a day** each and Earned Leave is credited **1 day** for every month. For calculation purposes, any service of 15 days or more in a calendar month will be treated as one month of completed service. Employees working from home (WFH) shall not be given credit of all leaves except Emergency leave of **1 day** per quarter.

After completion of the probation period, any balance of leave in credit to their leave account shall be credited in equal numbers to casual leave respectively.

Employees serving notice period in the company are not entitled for any credit of leaves during the notice period.

## **5 INTERVENING WEEKLY OFF /HOLIDAYS**

Intervening weekly offs or Holidays during the leave period will not be included as leave for calculation of leave availed in case of Casual leave for less than or equivalent to 2 days. However for Sick / Earned Leaves the total number of days including weekly off's / holidays will be calculated and added as leave when availed for 3 or more working days.

In case of leaves availed continuously for more than a week, the entire weekly offs and holidays falling in those week(s) shall be considered as leave period.

## **6 APPLICABILITY WHILE ON LONG ONSITE DEPUTATION**

At the time of any deputation of either Overseas or any other place assignment of any duration the leave applicability would be as per the policies stated herein and applying for leaves would be followed as per the standard leave administration process of the company.

## **7 LEAVE ADMINISTRATION**

- 7.1** Leave can be availed only with the written approval of the Reporting Manager. Prior to proceeding on leave, employee shall apply for leave in writing (System/Leave Form/e-mail) and obtain the approval and submit the same to HR Department
- 7.2** However, in cases of emergency wherein the employee is unable to comply with the above, information should reach the Reporting Manager on the same day of absence. The employee should apply for leave in the prescribed manner on the day of resuming the duties
- 7.3** Any unauthorized absence exceeding 5 (five) days would be construed as 'absconding' and the management reserves its right to initiate necessary action including the termination of employment. Also the salary for the month shall be withheld
- 7.4** If an employee does not have any balance to his/her credit and he/she applies for leave and specifically approved by the Reporting Manager and Manager/Director - HR, the leave availed would be automatically treated as "Leave without Pay" (LOP). Subsequent changes/adjustments will not be done on a future date
- 7.5** Taking leave in excess of eligibility is a disqualification for merit awards, even if the performance is good
- 7.6** Leave(s) availed in contravention of any rule here in shall be treated as "LOP"