

Leave Policy

Objective:

The Company intent is to provide each employee with annual time for vacation, sick, or personal use. It is understood that employees in the course of their employment will need time off to relax and have a worklife balance.

A **leave policy** is a document that lays down the rules and regulations related to various types of leaves that an employee can avail of.

Applicability:

This policy is applicable to all employees of Assimilate Technologies in all locations across India

Leave Cycle:

The Company follows January 01 to December 31 as its Leave cycle.

Sr. No	Type of Leave	Eligibility	Annual Carry Forward	Maximum Accumulation Benefit	Encashment of Leave
1	Earned Leave(EL)	12 Days			30
2	Sick Leave/Casual Leave(SCL)	6 Days	NA	NA	NA
3	Maternity	26 Weeks			
4	Paternity	3 Days	NA	NA	NA
5	Miscarriage Leave	2 Weeks	NA	NA	NA
6	Adoption/Surrogacy Leave(AL)	8 Weeks			
7	Leave Without Pay (LWP)				
8	Festival Holidays	10 Days	NA	NA	NA
9	Birthday	1 Days	NA	NA	NA
10	Anniversary	1 Days	NA	NA	NA
11	Compensatory off		NA	NA	NA

Commented [ST1]: Minimum 30 leaves to have for encashment

Commented [ST2]: For this employee should be associated with organization for at least 2 years.

Commented [ST3]: Proof submission in mandatory

Commented [ST4]: Proof submission in mandatory

Policy Guidelines:

Earned Leave:

The calculation of earned leaves is done monthly for the entire calendar year. Ideally, the earned leaves get credited to the employee's leave account at the start of the calendar year, but the number of leaves the employee is entitled to also depends on the number of months they worked. For

instance, according to the employer's leave policy, 1 leave days get added to the employees leave account on completion of one month of service with the company.

If an employee joins the company at the middle of the calendar year, then the entitled earned leaves will be calculated on a pro-rata basis, from the joining date to December 31 of the same year.

If an employee resigns, the entitled leaves are calculated on a pro-rata basis until the last working day. If the employee has taken any extra leaves, this will get adjusted in the final settlement amount.

If an employee is unable to utilise all the entitled earned leaves in one calendar year, then the unused earned leaves will get carried forward to the next year. However, there is a limit to the number of leaves that can be carried forward to the next year. maximum 9 out of 12 days of earned leave (Prorated for mid year Joiners can be carry forward to the next Year 3 Days if not utilizes will automatically laps).

The accumulated or unused leaves get automatically encashed if they exceed the limit or when the employee leaves the organisation.

Sick Leave/Casual Leave:

Employees can apply for sick leave when they are unable to perform their duties due to illness or injury or need to obtain professional services from health care practitioners.

A Total of 6 days as specified are available for use either as sick Leave or casual leave depending upon the need of employee.

The casual leave will be granted to cover casual absence from the duty for personal reason or exigency.

Casual/Sick leave can neither be accumulated nor encashed and will lapse at the end of leave year.

Credit Procedure: SCL will be credited to an employee's leave account at the beginning of the leave year. If an employee joins the company at the middle of the calendar year, the same shall be calculated on a prorated basis from the date of joining till the end of year. If an employee resigns, the entitled leaves are calculated on a pro-rata basis until the last working day.

Weekends (Saturday/Sundays) and other holidays falling within the SCL period will not be calculated as a part of leave.

Maternity Leave:

All female employees who have completed at least 80 days of service in the company will be eligible for Maternity leave of 26 Weeks as per provision of maternity benefits (Amendment Act) 2017.

Under maternity benefit amendment act, this benefit could be availed by women for a period extending up to 8 weeks before the expected delivery date and remaining 18 weeks can be availed post childbirth.

For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e. 6 weeks pre and 6 weeks post expected date of delivery).

Employees need to apply ML eight weeks in advance in written.

Paternity Leave:

All regular male employees are eligible for paternity leave.

A maximum of 2 days of paternity leave can be availed by an employee.

The paternity leave must be taken within 15 days of child birth, failing which the leaves will lapse.

Paternity leave must be applied at least 15 days before the expected date of delivery.

Employee can commence for leave from the actual date of delivery.

The leave must be approved by immediate reporting manager.

Miscarriage Leave

On Submitting a medical certificate, employees are entitled to six weeks of paid leave immediately from the date of miscarriage.

Adoption/Surrogacy Leave(AL):

All female employees who have completed at least 80 days of service in the company will be eligible for Adoption/Surrogacy Leave. The employee is required to show proof of custody of child through legal adoption/surrogacy to the HR Department and then apply for the leave

Leave Without Pay:

An employee can avail leave without pay in case existing leave balance is exhausted and employee is in need of leave due to unforeseen circumstances.

In case no approval taken for leave without pay, such absence of employee will be considered as Leave of absence from work.

Disciplinary action will be taken in case of absence without approval.

No salary would be given to employee for the days leave without pay is availed.

A maximum of 3 months of leave without pay can be availed by an employee.

Festival Leave:

All Assimilate Technologies employee will get 10 national/festival holiday in year.

The list of paid holidays from January to December will be published in January of each year.

Birthday & Anniversary:

You are entitled to one (1) paid day of Birthday Leave and & one (1) paid day anniversary Leave. If your birthday/Anniversary falls at the weekend or on a public holiday, you can take the next working day off. You can not take this day's leave at any other time.

Compensatory of

Compensatory off refers to a day off taken against extra work done due to project requirements. Employee need to record the days worked on a holiday or weekend, which could be a Saturday or Sunday (Depending on their work week schedule).

Employee can avail compensatory off leave upon managers approval. compensatory off leave cannot be encash or carry forward to next year

Approvals:

Reporting Manager: Approve leave request submitted by the employees in written.

HR Team: All Types of parental leave including maternity, Leave paternity will be finally approved by the HR Team post reporting manager approval.

Procedure:

All Employees must submit their leave request through Email and have the leave approved by their reporting manager.

Medical Certificates wherever required, have to be submitted.