



Casual Leave Policy

Effective Date: 10.07.2025

Revision: 01

Approved By: Management

Applicability: All employees across functions and locations

1. Purpose

The purpose of this policy is to provide employees with paid time off to attend to short-term personal matters, unforeseen situations, or personal commitments without disrupting business operations.

2. Scope

This policy applies to all permanent employees of the Company unless otherwise specified in the appointment letter or governed by site-specific statutory requirements.

3. Definition

Casual Leave (CL) is a short-duration paid leave granted to employees to manage personal needs, emergencies, or unforeseen circumstances requiring temporary absence from work.

4. Eligibility

- All confirmed employees are eligible for Casual Leave.
- Employees on probation may be eligible for Casual Leave on a pro-rata basis, subject to management approval.
- Contract, temporary, and trainee employees shall be governed by the terms mentioned in their respective engagement letters.

5. Entitlement

- Employees are entitled to **7(Seven) days of Casual Leave per calendar year**.
- Casual Leave is credited annually at the beginning of the calendar year.
- Employees joining during the year shall be eligible for Casual Leave on a **pro-rata basis**.

SPECTRON ENGINEERS PRIVATE LIMITED

An ISO 9001: 2015 Certified Company

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6. Usage Guidelines

- Casual Leave may be availed for **half-day or full-day**.
- Normally, not more than **three (3) consecutive days** of Casual Leave should be taken at a time.
- Casual Leave is intended for short-term and unplanned requirements and should not be used for long or planned absences.
- Casual Leave is separate from weekly offs and declared public holidays.
- Casual Leave should not ordinarily be combined with Privilege Leave unless approved by the Reporting Manager.

7. How to Apply for Casual Leave

Application Procedure

1. Employees must apply for Casual Leave through the **existing leave application system**. In the absence of a system, the leave must be applied via **email or written request** to the Reporting Manager.
2. Casual Leave should preferably be applied **in advance**, except in cases of emergencies.
3. In emergency situations, employees must:
 - a. Inform the Reporting Manager at the **earliest possible time**, and
 - b. Regularize the leave immediately upon resuming duty.
4. Grant of Casual Leave is subject to:
 - a. Work exigencies,
 - b. Adequate manpower availability, and
 - c. Managerial discretion.

8. Approval Authority

- All Casual Leave applications must be approved by the **Reporting Manager**.
- HR reserves the right to seek clarification in cases of frequent or patterned leave usage.

9. Carry Forward

- Casual Leave **cannot be carried forward** to the next calendar year.

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- Unused Casual Leave will **lapse at the end of the calendar year**.

10. Casual Leave During Notice Period

- Casual Leave during the notice period may be granted at the discretion of Management.
- Any unused Casual Leave during the notice period shall lapse and shall not be adjusted against notice pay.

11. Unauthorized Absence & Misuse

- Absence without prior approval or proper intimation may be treated as **unauthorized absence**.
- Repeated misuse or patterned use of Casual Leave (such as frequent Mondays or Fridays) may invite disciplinary action as per the Company's Attendance and Disciplinary Policies.

12. Statutory Compliance

This policy is framed in line with the applicable provisions of the **Factories Act, 1948** and the relevant **State Shops & Establishments Act**, as applicable to the establishment. The Company ensures that this policy meets or exceeds statutory requirements.

13. Policy Review & Amendment

The Company reserves the right to amend, modify, or withdraw this policy at any time to ensure compliance with statutory changes or business requirements.

Employee–HR Communication on Casual Leave

Employee: How is Casual Leave calculated, and who is eligible for it?

HR Representative: That's a good question. Casual Leave is provided as part of the Company's leave benefits to help employees manage short-term personal or unforeseen requirements. While the Factories Act and the Shops & Establishments Act do not mandate a fixed number of Casual Leave days, they allow establishments to frame leave policies. Our Company policy provides Casual Leave in line with applicable state regulations and industry best practices.

Employee: Can Casual Leave be taken for any personal reason?

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HR Representative: Yes. Casual Leave may be used for personal matters, family needs, or unforeseen situations that require you to be away from work for a short duration. However, it should not be used for planned long absences, for which Privilege Leave or other applicable leave types should be applied.

Employee: Can I combine Casual Leave with weekends or holidays?

HR Representative: Casual Leave is separate from weekly offs and declared public holidays. While a Casual Leave may fall before or after a weekend or holiday, it cannot be used to extend long periods of absence without prior approval from the reporting manager.

Employee: Is prior approval required for Casual Leave?

HR Representative: Yes, wherever possible, Casual Leave should be applied in advance and approved by your reporting manager. In case of emergencies, you may inform your manager at the earliest and regularize the leave later.

Employee: What happens if I don't use all my Casual Leave?

HR Representative: Casual Leave cannot be carried forward to the next calendar year and is not encashable. Any unused Casual Leave will lapse at the end of the year, so we encourage employees to plan and utilize it responsibly.

Employee: Thank you for explaining. It helps to understand how Casual Leave works.

HR Representative: You're welcome. Transparency is important to us. If you have any further questions or need clarification, HR is always available to assist.

Yours Sincerely,
For **Spectron Engineers Pvt. Ltd.**

Authorised Signatory

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