



Privilege Leave Policy

Effective Date: 05.01.2026

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 long-term leave to enable rest, recuperation, personal commitments, or planned time off, thereby promoting work-life balance and sustained productivity.

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

Privilege Leave (PL), also known as Earned Leave, is paid leave accrued by an employee based on service rendered and may be availed for planned or extended absences from work.

4. Eligibility

- Employees become eligible for Privilege Leave **upon completion of one (1) year of continuous service** with the Company.
- Employees on probation are **not eligible** for Privilege Leave.
- Contract, temporary, and trainee employees shall be governed by the terms mentioned in their respective engagement letters.

5. Entitlement & Accrual

- Eligible employees are entitled to **22 (Twenty-Two) days of Privilege Leave per year**.
- Privilege Leave is **credited annually** after completion of one year of service.

SPECTRON ENGINEERS PRIVATE LIMITED

An ISO 9001: 2015 Certified Company

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- Accrual and grant of Privilege Leave are in line with the provisions of the **Factories Act, 1948** and the applicable **State Shops & Establishments Act**.

6. Accumulation & Maximum Balance

- Privilege Leave may be **accumulated** up to a maximum of **45 days** at any point in time.
- Any balance in excess of 45 days shall lapse or be encashed, as per management discretion and statutory provisions.

7. Usage Guidelines

- Privilege Leave should be used for **planned or extended absences**.
- PL must ordinarily be taken for a **minimum of 3 consecutive days**, unless otherwise approved.
- Privilege Leave may be combined with weekly offs, public holidays, Casual Leave, or Sick Leave, subject to approval.
- Grant of Privilege Leave is subject to work exigencies and staffing requirements.

8. How to Apply for Privilege Leave

Application Procedure

1. Employees must apply for Privilege Leave through the **Company's Leave Management System**.
In the absence of a system, the leave must be applied via **email or written request** to the Reporting Manager.
2. Privilege Leave should be applied **well in advance**, preferably at least **7 days prior** to the intended leave period.
3. The leave application must clearly mention:
 - a. Leave duration
 - b. Contact details during leave
4. Privilege Leave shall be sanctioned based on:
 - a. Advance planning,
 - b. Adequate manpower availability, and
 - c. Managerial approval.

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9. Approval Authority

- Privilege Leave must be approved by the **Reporting Manager**.
- Management reserves the right to defer or reschedule Privilege Leave based on business requirements.

10. Carry Forward & Encashment

- Unutilized Privilege Leave may be **carried forward**, subject to the maximum accumulation limit of **45 days**.
- Privilege Leave encashment, if applicable, shall be governed by statutory provisions and Company policy.

11. Privilege Leave During Notice Period

- Privilege Leave during the notice period may be allowed at management discretion.
- Management may require adjustment of Privilege Leave balance against the notice period.

12. Unauthorized Absence & Misuse

- Failure to resume duty after expiry of sanctioned Privilege Leave without approval may be treated as **unauthorized absence**.
- Misuse of Privilege Leave may invite disciplinary action as per Company policy.

13. Statutory Compliance

This policy is framed in accordance with the **Factories Act, 1948** and the applicable **State Shops & Establishments Act**, which provide for earned/privilege leave based on days worked. The Company ensures compliance with or exceeding statutory requirements.

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14. Policy Review & Amendment

The Company reserves the right to amend, modify, or withdraw this policy at any time in line with statutory changes or business needs.

Employee–HR Communication on Privilege Leave

Employee: When do I become eligible for Privilege Leave?

HR Representative: Privilege Leave becomes applicable once you complete one year of continuous service. This is aligned with statutory provisions under labour laws and Company policy.

Employee: How many Privilege Leave days do I get in a year?

HR Representative: You are entitled to 22 days of Privilege Leave per year, subject to eligibility and accumulation limits.

Employee: Can I carry forward unused Privilege Leave?

HR Representative: Yes. Privilege Leave can be carried forward up to a maximum balance of 45 days. Any excess beyond this limit will be treated as per Company policy.

Employee: Can Privilege Leave be combined with holidays or other leave types?

HR Representative: Yes. Privilege Leave can be combined with weekends, public holidays, Casual Leave, or Sick Leave, subject to approval and operational requirements.

Employee: Thank you for explaining. This makes planning long breaks easier.

HR Representative: You're welcome. We encourage employees to plan their Privilege Leave in advance for a healthy work–life balance.

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

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Authorised Signatory

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