

Leave Rules

1.0 Leave and Leave rules are applicable to all employees.

For the purposes for calculating leave accounts, 'year' shall mean the year commencing on the first day of January and ending on the last day of December (i.e. calendar year)

Leave, other than maternity leave, cannot be claimed as a matter of right. Discretion is reserved with the authority empowered to sanction, refuse or revoke leave at any time according to the exigencies of Company's work.

1.3 All employees will have to take prior authorization on it before availing leave of any kind, except Sick Leave. In case of emergency, the concerned Departmental Head should be informed on telephone, preferably the same day or on resumption of duty. In case leave is not regularized and not informed to Human Resource Department on or before 25th of any month, the employees shall not be paid salary for such absence.

1.4 All leave with pay enjoyed under these rules constitutes service and earns leave. Any leave without pay or any special leave or ex-gratia leave with or without pay and period of study leave granted to employees for training do not count as service for the purpose of earning leave.

2.0 Privilege Leave (PL)

2.1 Eligibility & Accumulation

2.1.1 Each permanent employee will be entitled to 30 days of Privilege leave for 12 months in a year.

2.1.2 For employees on contract, the leave entitlement shall be as stipulated in the terms and conditions of contract.

2.1.3 Probationers & Trainees are not entitled to any Privilege Leave before completion of one year service in the company except in case of:

- a) Sickness of self, or
- b) To appear for examinations or
- c) For marriage of self.

2.1.4 Leave under any of the cases mentioned above shall be subject to approval of the management. However the maximum quantum of leave with pay will be limited to 2 ½ days per month, on pro-data basis from the date of joining as a Trainee/Probationer.

2.1.5 Employees who join in the middle of the calendar year will be eligible for privilege leave on pro-rata basis for the duration of actual service from the date of joining. However, the leave so credited can be availed on completion of one year of service. In case the employee

quits during the year, the privilege leave will be calculated on pro-rata basis i.e. @ 2 ½ days for every completed month of service.

- 2.1.6 The maximum number of days that the privilege leave can be accumulated shall not exceed 90 days for all employees. Any Privilege Leave in excess of the above will be automatically encashed at the start of the new calendar year along with the salary.

2.2 Planning, Application & Calculation

- 2.2.1 Privilege leave of more than 4 days shall be scheduled at the commencement of the leave accounting year by the employees with the respective Departmental Head and will be so scheduled as to meet the demands of work and ensure leave to all. An employee can avail Privilege Leave of more than 4 days only twice a year and should apply at least 15 days in advance.

PL of less than 4 days can however be availed without any limit on the number of occasions with approval provided that a reasonable notice is given and the demands of work are met.

Extension of privilege leave has to be made in a manner that there is enough time for the sanctioning authority to communicate the acceptance or refusal of the same. In absence of specific acceptance to the extension of leave the employee should report for duty on the expiry of the earlier approved leave.

Sunday/Holidays/Weekly offs intervening the period of PL will count as PL. Sunday/Holidays/Weekly offs, however, can be prefixed and / or suffixed to PL.

Management reserves the right to cancel/reduce the sanctioned Privilege leave in case of exigencies of work.

- 2.2.6 No employee can avail PL during the notice period of separation.

Encashment

Any PL in excess of 90 days shall be automatically encashed at the start of the new calendar year (i.e. January) along with the salary.

Accumulated PL will be encashed in case of death, retirement, superannuation, termination or separation on any other ground, other than misconduct.

Accumulated PL will lapse on termination due to misconduct.

Encashment of PL will be at the rate of Basic Salary only prevailing at the date of encashment. For the purpose of calculation of encashment of leave salary, a month would be reckoned as 30 days.

In the event of separation, if the employee has availed more leave days than his/her pro-rata leave eligibility, the difference will be recovered at the time of full and final settlement.

Leave Encashment to Contractual Employees:

If a contractual employee has applied for leave as planned earlier and not granted by the HOD in writing, such a leave can be encashed instead of lapsed.

- 2.4.2 Maximum leave encashment will be restricted to the yearly entitlement only. The rate of encashment shall be monthly contractual fees only.
- 2.4.3 Encashment (subject to TDS) will be considered in the month of January of the following year and after the reconciliation of leave record of all employees is completed.
- 2.4.4 Leave encashment will be allowed only if one's leave is getting lapsed. Leave which is permissible for accumulation shall not be considered for this purpose.
- 2.4.5 Management discretion is final and binding in this regard for all contractual employees.

Sick Leave

Sick Leave as the name suggests is only to meet inconvenience arising out of sickness of self.

All employees are eligible for 10 days Sick leave for 12 months of their service in a year. For a new employee, the accrual of Sick Leave would be on pro-rata basis from the date of joining.

- 3.3 Leave credits will be made in advance, on 1st January every year. For new employees, the accrual of Sick Leave would be on pro-rata basis from the date of joining.
- 3.4 Absence for actual working days will be considered as Sick Leave. In case of prolonged sickness, employees will be permitted to combine Sick Leave with Privilege Leave at the discretion of the Management.
- 3.5 In case of sickness, an employee is expected to inform and seek approval from his/her immediate superior/Departmental Head on telephone before the start of his/her scheduled duty time.
- 3.6 Sick Leave may be accumulated up to maximum number of 60 Days, after which excess leave would lapse automatically. Encashment of Sick Leave will not be allowed for any reason whatsoever.
- 3.7 Sick Leave for more than 5 days must be accompanied by a Medical Certificate. On resuming after Sick Leave of more than 15 Days, the

employee must submit a Fitness Certificate to the HR.

- 3.8 The Management has a right to call for Medical examination by any Medical Practitioner either during the period of sickness or after the employee resumes the duty.

4.0 Leave Without Pay (LWP)

An Employee can apply for leave without pay for various reasons like higher studies, handling domestic matters, going abroad for personal work or studies etc.

- 4.2 The discretion of granting such leave vests with the Management. Prior written approval would be required before an employee proceed for any leave without pay.
- 4.3 Sunday/Holiday intervening in a period of LWP will count as LWP. However a Sunday/Holiday can be prefixed and/or suffixed to LWP with permission.
- 4.4 During the period of leave without pay an employee will not be entitled to any kind of benefits of leave and compensation and his period will not be counted as 'Service' for purpose of earning leave, gratuity or for other fringe benefits.

5.0 Sabbatical Leave

Employees desirous of pursuing higher studies can apply for Sabbatical Leave for a maximum period of 2 years, while maintaining lien on their job in HCC.

The discretion of granting such leave vests with the Management. Prior written approval would be required before an employee proceed for any Sabbatical leave.

During the period of Sabbatical leave, as may be sanctioned by the Management, the employee is prohibited from taking up any other employment or assignment and would be required to devote his/her Sabbatical leave period for higher studies only. Non compliance with this requirement would make the employee automatically lose lien on his/her job in HCC.

During the period of Sabbatical leave, the employee will not be entitled to any kind of benefits of leave and compensation and his period will not be counted as 'Service' for purpose of earning leave, gratuity or for other fringe benefits. However, on successful completion of higher studies and the employees' return to HCC, his/her fitment in the company will be commensurate with the qualifications and experience.

6.0 Maternity Leave

All female employees will be granted maternity leave as per the Maternity Benefit Act 1961, as amended from time to time. As per the latest amendment bill 2017 maximum Twenty Six (26) week's maternity leave, on full pay, will be sanctioned.

Under the 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).

- Maternity leave for adoptive and commissioning mothers:

The Maternity Benefit Amendment Act extends certain benefits to adoptive mothers as well and provides that every woman who adopts a child shall be entitled to 12 weeks of maternity leave, from the date of adoption.

In order to be eligible for maternity leave, a female employee must have worked at least 80 days with the Company immediately preceding the date of her expected delivery.

The salary paid for the period of Maternity Leave (12 weeks) is the same regular monthly salary, which was payable prior to proceeding on leave.

7.0 Time Off

Time Off is normally availed by an employee to meet personal exigencies of whatever nature.

Time Off can be availed for half or full day. Time off cannot be for a duration of less than half a day or more than a day.

7.3 An employee must usually apply for and secure prior sanction of his Department Head for taking Time Off. Whenever prior sanction has not been possible the employee must secure approval from the HOD on the next day.

7.4 It is the duty of the employee availing of Time off as well as his Department Head to ensure that Time Off availed by the employee is immediately intimated to Human resource Department for record keeping.

7.5 All Times Off availed by an employee during the calendar year will be

reviewed by the Management and any excess Time Off, in the opinion of the Management will be adjusted against his/her Privilege leave.

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For HIGHBAR TECHNOCRAT LTD.



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