

Attendance And Leave Policy

Prepared By :
**Carina Softlabs
Inc.**

OBJECTIVE

This document outlines the Company's policy relating to attendance and leave provisions as applicable to associates based in India. It aims to ensure discipline, transparency, and fairness in leave management while balancing business requirements and employee welfare.

SCOPE

The attendance provisions contained herein apply to all associates in India. The leave provisions apply to associates who are on the permanent rolls of the company, working full-time, and based within India.

ATTENDANCE RECORDS

All associates of Carina Softlabs Inc. are required to mark their attendance using the HRMS Portal and the punching machine and must also inform the Human Resource department in case of any delays.

Additionally, all associates are required to mark their attendance by sending a message to their respective groups as their "Time-In." In case of delays, employees must mention a valid reason in the group message.

LEAVE POLICY

Associates will be entitled to various types of leave based on their requirements. The leave cycle corresponds with the Company's financial year, i.e., from April to March.

Total Leaves: 18 Working days per year

Leave Type	Nu. of leaves
Casual Leave (CL)	6 days
Personal Leave (PL)	6 days
Medical Leave (ML)	6 days

4.1 Casual Leave (CL)

Casual Leave (CL) can be availed for personal reasons, emergencies, or unexpected situations. Employees will be eligible for 6 days of CL per year starting from April 1st.

- Associates can avail up to **2 CLs in a month**.
- If leave exceeds **2 days**, the additional leave will be considered as **Leave Without Pay (LWP)**.
- Employees must inform their reporting authority before taking CL.
- Reporting authorities for all departments are their respective managers, and HR must be CC'd in the leave request email.
- CLs will be credited at the start of each financial year. For new joiners, leaves will be assigned based on their date of joining and the difference in the financial year.

4.2 Personal Leave (PL)

Personal Leave (PL) can be used for planned leaves such as vacations, important family events, or personal commitments.

- Associates are eligible for **6 PLs per year**.
- **1 PL is credited at the start of the financial year.**
- 1 PL will be credited to the employee to use. The employee can use it or save it for the next month. Unused PL can be carried forward until next month. **After completing 6 months, the employee can take 6 leaves altogether.**
- PL can be accumulated for up to **30 days**.
- Employees who complete their joining bond can encash upto 15 leaves from their PL Balance at the time of resignation after 2 years or end of service after 2 years.

4.3 Medical Leave (ML)

Medical Leave (ML) is granted for health-related issues and hospitalization.

- Associates are eligible for **6 MLs per year**.
- **The first 3 MLs can be availed on sudden notice** without a medical certificate.
- For the remaining **3 MLs, a valid medical certificate is required.**
- If an employee wishes to take all **6 MLs together, a medical certificate must be submitted.**
- ML cannot be accumulated or encashed.
- If an employee takes more than **3 consecutive sick days**, they must submit a medical prescription to HR.
- After a prolonged illness, employees must submit a fitness certificate before resuming work.

4.4 Paternity Leave

To support our male associates during this significant time, we offer a dedicated paternity leave that allows them to be present and actively involved in the care and bonding with their newborn or newly adopted child.

- Male associates are eligible for **2 Weeks (14 Days)** of paid Paternity Leave, overlapping with the birth/adoption of a child.
- These leaves cannot be accumulated or encashed.
- The leaves can be avail only after completing 2 Years at Carina Softlabs Pvt. Ltd.

4.5 Maternity Leave

Women associates who have worked with the company for at least **180 Days** in the last **12 months** before the expected delivery date are entitled to **90 days of paid Maternity Leave**.

- Not more than **six weeks** should precede the expected delivery date.
- Associates must submit a certificate from a qualified obstetrician/gynecologist specifying the expected date of delivery.
- Additional leave provisions for women associates:
 - **42 days** of paid leave for miscarriage/medical termination of pregnancy.
 - **30 days** of paid leave for any illness arising due to pregnancy or childbirth.
 - **14 days** of paid leave for tubectomy operations.
- Maternity Leave will be available only to employees who have completed their probation period and have worked at the company for **more than 12 months**.
- Women associates can extend their leave for **up to 6 months** using accrued leave and unpaid leave with prior approval from HR and their manager.
- Maternity leaves can not be accumulated with any other leave type, including CL/PL/Medical Leaves.
- To avail the maternity leave employee must inform the HR Department and Reporting Manager 90 Days prior to the leave period.

4.6 Performance Based ~ Bonus Leaves

At Carina Softlabs, we value and reward great work. Employees who show exceptional performance or go beyond their duties may receive a bonus leave as a token of appreciation. The leave will be given based on performance and management's approval.

- A maximum of 3 bonus leave days can be granted in a month.
- The decision will be made by management based on performance and business needs.
- Management reserves the right to approve or deny bonus leave at its discretion.

AVAILING LEAVES

To ensure smooth workflow and accountability, all leave requests must follow the company's approval process. The following guidelines outline the rules for planned and unplanned leaves, deductions, and leave eligibility.

- All leaves must be pre-approved by the manager and HR.
- In emergencies, employees must inform their manager before working hours on the first day of absence.
- **Unauthorized leave will result in double salary deductions.**
- If an employee takes leave on **two consecutive weeks** with a weekend in between, the weekend will be counted as leave, and deductions will be applied.
- **No paid leave can be availed during the notice or probation period.**
- **All the sudden leaves will be marked as a LWP Leaves.**
- **Candidates taking leaves on Friday, Monday, and the last and first working day of the month will be on LWP, with the sandwich leaves of Saturdays and Sundays.**

LEAVE WITHOUT PAY (LWP)

At Carina Softlabs, Leave Without Pay (LWP) is applicable only in emergency situations when an employee has no accrued leave balance. LWP is categorized into two types: Approved LWP and Unapproved LWP.

- Approved LWP will result in a 1-day salary deduction per day of leave and must be requested and approved in advance.
- Unapproved LWP will lead to a 2-day salary deduction per day of leave taken without proper approval.

LWP Guidelines:

- 1.LWP is granted only in case of emergencies when no paid leave is available.
- 2.LWP up to 1 week requires approval from the immediate supervisor.
- 3.LWP beyond 1 week and up to 3 months requires approval from both the Director and HR.
- 4.Any LWP (approved or unapproved) will not be considered for salary computation, leave accrual, or performance incentives.
- 5.If LWP immediately precedes and follows a weekend or holiday, the intervening days (weekend/holiday) will also be counted as LWP.
- 6.Sudden or same-day informed leaves will be considered as LWP by default. The category (approved or unapproved) will be decided by the management based on the reason and situation.
- 7.Leave taken on the first or last working day of the month is not permitted and will be automatically considered as LWP, regardless of leave balance or reason.

Let me know if you'd like this in a downloadable format or merged with your full leave policy!

GENERAL PROVISIONS

GUIDELINES

To ensure transparency and smooth operations, all employees are expected to follow the company's leave protocols responsibly. Leave approval is based on business needs and not an automatic entitlement. Please review the following points carefully to understand the rules and responsibilities related to leave management:

GENERAL Guidelines:

- Employees must ensure their leave records are updated.
- In case of early return from leave, employees must send a leave cancellation email to HR and their manager.
- Leave approval is subject to business needs and not an automatic right.
- Unauthorized absence of more than 3 days must be reported to HR.
- Absence for more than 5 days beyond approved leave will be considered voluntary resignation.
- For medical leave exceeding 3 days, a valid medical certificate must be submitted.
- The company reserves the right to have the employee examined by an approved medical practitioner before approving medical leave.
- Employees must provide updated contact details during their leave period.
- No leave is permitted during the notice period. In exceptional cases, leave may be approved by the manager against available balance or the notice period may be extended by the number of leave days taken.

CONCLUSION

This policy is designed to ensure a fair and structured leave process for all employees while maintaining business continuity. The company reserves the right to modify the policy based on operational requirements.