



Comprehensive Guide: Leave, WFH & Break Policies

JustLogix Infotech Private Limited

14-15, V.J. Business Centre, G.R.G. Layout, Trichy Road, Coimbatore-641 018

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1. Purpose

The purpose of our this Policy and Procedure is to provide a structured and fair approach to managing employee absences, ensuring that all team members are aware of and can exercise their entitlements to leave in a way that respects both their personal needs and the operational requirements of the organization.

This policy outlines various types of leaves available, such as casual leave, sick leave, and parental leave, and details the process for applying, approving, and managing these leaves.

By clearly defining how leave can be taken and under what circumstances, the policy aims to maintain a balanced work environment, uphold employee well-being, and ensure the smooth functioning of the company.

It serves as a guide for both employees and management to handle leave requests effectively, fostering a supportive and transparent workplace culture.

2. Scope

Our Leave Policy is designed to be universally applicable to all employees within our organization, irrespective of their position, tenure, or department. This inclusivity ensures that every team member has equal access to the benefits and provisions outlined in the policy.

By applying uniformly across the board, the policy upholds fairness and consistency in how leave is granted and managed, fostering an equitable work environment.

It underscores our commitment to treating all employees with fairness and respect, recognizing the diverse needs and circumstances of our workforce while maintaining the operational efficiency and productivity of the organization.

3. Why This Matters

The purpose of this policy is to maintain a fair and organized system for all employees. It helps in better planning and managing the workforce to ensure smooth operations. Adhering to this policy is crucial for maintaining a disciplined and responsible work environment.

4. Leave Cycle

Our leave cycle is structured on an annual basis, beginning on **January 1st** and concluding on **December 31st** each year. This time frame aligns with the calendar year, providing a clear and consistent period for managing and utilizing leave entitlements.

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Employees are encouraged to plan their leaves within this cycle, ensuring they can make the most of their allotted leave days. This annual cycle aids in simplifying administrative processes, facilitates easier tracking of leave balances, and ensures a uniform approach across the organization.

It's important for all employees to be aware of this cycle to effectively plan their vacations, personal time off, and other types of leave, while also enabling the company to manage staffing and workload efficiently throughout the year.

5. Working Days

Our company operates on a unique schedule, where our standard working days include **Monday through Friday, as well as the 2nd and 4th Saturdays of every month.**

This schedule is an important consideration for our leave policy, as it defines the regular workdays that are applicable for leave calculations and entitlements.

6. Working Hours

Our standard work hours are from **10:00 AM to 7:00 PM IST**, encompassing a **9-hour workday** which includes a **1-hour period allocated for lunch and casual breaks.**

In recognition of our employees' diverse needs and preferences, we offer a degree of flexibility in our scheduling. Specifically, we **occasionally** allow employees the option to commence their workday a bit later, **starting at 10:30 AM** and consequently **finishing at 7:30 PM.**

This flexibility is designed to accommodate personal commitments and preferences, while still maintaining the integrity of a full workday. It's important for employees to note that irrespective of their start time, the expectation remains to complete the **standard 9-hour workday.**

This approach not only supports employee convenience and work-life balance but also ensures that our operational effectiveness and team collaboration are maintained. We encourage our team members to communicate with their supervisors regarding any adjustments to their start and end times, aligning with our broader commitment to fostering a supportive and adaptable work environment.

7. Clocking Extended Hours for Project Delivery

We recognize that there are times when project demands may require you to work beyond the standard 9-hour workday.

In such cases:

Prior Approval: Please ensure that any extension of work hours beyond the standard 9-hour day is pre-approved by your team lead. This is crucial for project tracking and management.

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Informing Operations Manager: Once you have your team lead's approval, kindly inform **Mr. Santhana Gopal** about your extended hours. This is important for our records and ensures that your extra effort is duly noted.

Exception Handling: These exceptions are specifically for critical project deliveries and should not become a regular practice. We strive to maintain a healthy work-life balance for all team members.

We understand that project demands can fluctuate, and we appreciate your dedication and flexibility in such times. However, we also emphasize the importance of personal well-being and encourage you not to make extended working hours a regular occurrence.

8. Type of Leaves Leave Types

Leave Types	No. of Days
Public Holidays (PH)	10
Casual Leaves (CL)	12 Working Days / Calendar Year
Sick Leaves (SL)	2 Working Days / Calendar Year
Paternity Leaves (PL)	3 Working Days
Maternity Leaves (ML)	182 Continuous Days

9. Definitions

9.1 Public Holidays (PH)

Employees are entitled for 10 Public Holidays during a calendar year.

- Public Holidays list would be announced at the start of the calendar year.
- All un-availed public holidays will lapse on December 31, every year.
- Employees who are asked to come to office on a Public Holiday for business requirements will be entitled 1 compensatory off.
- Employee present on a public holiday shall not be eligible for compensatory off in case: -
 - They are mapped under short term onsite travel
 - They are mapped under different client/base location.
 - And if the holiday is additionally created due to Management / Government directives or natural calamities.

9.2 Casual Leaves (CL)

- We offer each employee **12 days** of Casual Leave per calendar year.
- To ensure fairness and ease of management, Casual Leave is credited to employees on a pro-rata basis every month. This means that each month, an equal portion of the total annual ie., **1 Day** of Casual Leave entitlement is added to your leave balance.
- For new employees joining our company in the middle of a month, we have a tailored approach to ensure you are also fairly accommodated. If you commence

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your employment with us mid-month, you will be credited with **half a day** of Casual Leave for that particular month. This ensures that you have immediate access to leave, albeit adjusted to reflect your joining date.

- Un-availed CLs can be carried forward for next calendar year. Please refer Section [“10. Annual Earned Leave Carry Forward & Encashment Rule”](#) for details.

How Casual Leaves are credited?

Every month, you get a credit of 1 day of CL, which you can save up and use as needed.

Months	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
CL Credit	1	1	1	1	1	1	1	1	1	1	1	1	12

How Casual Leaves are calculated?

- In the event that you take one day of leave in January, there will be no remaining balance at the end of the month. You will receive one day of CL credited to your account on February 1st.
- Let's say that you don't take any time off in February or March. You will have 3 days of CL on your account in April (FEB + MAR + APR).
- In the event that you use 2 days of CL in May, your CL account will have 2 days remaining in the closing balance on May 31st.
- To understand when and how **Loss of Pay (LOP)** is calculated, please refer to section [“9. Leave and Attendance-Related Recovery Process”](#)

9.3 Sick Leaves (SL)

- All employees are entitled to a maximum of 2 working days of Sick Leaves in a calendar year which will be allocated at the start of the year.
- Employees who joins the payroll during a calendar year will be eligible for leaves on pro rata basis
 - *Example: An employee who joins after June will be credited with 1 day of sick leave for the calendar year.*
- Un-availed sick leaves will lapse at the end of the calendar year.
- **Please note Sick leaves can't be availed during the notice period, you may use your casual leaves.**

9.4 Paternity Leaves (PL)

This category of leave is applicable to a male employee on the Company's payroll after the birth of his child.

- The father of the newborn is entitled to avail PL for 3 working days.
- To avail paternity leaves, the employee is required to submit a copy of the newborn's birth certificate or wife's discharge document.
- PL will be in addition to other leaves already in force.
- This leave cannot be taken in multiple installments
- This is an event-based leave and cannot be accumulated or encashed.

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9.5 Maternity Leaves (ML)

Subject to the provision of the Maternity Benefit Act, 1961 female employees who have been in continuous employment of the company for not less than 80 days immediately preceding the date of her expected delivery will be allowed maternity leave for up to 26 weeks (182 continuous days) of paid Maternity leaves.

- The applicant for maternity leave shall give notice to the company not less than 6 weeks in advance of the date of expected delivery supported by a medical certificate.
- Maternity Leave not more than 8 weeks shall precede the date of expected delivery.
- Maternity Leave will be in addition to other leaves already in force.
- No pay shall be due in lieu of un-availed maternity leave.
- These leaves will include working days and weekends.
- Female employees will continue to accrue leaves while on their maternity leave which can be utilized after they have resumed work.
- The maximum period entitled to maternity benefit by a woman having two or more than two surviving children shall be twelve weeks (84 continuous paid days) of which not more than six weeks shall precede the date of her expected delivery.
- A female employee who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks (84 continuous paid days) from the date the child is handed over to the adopting mother or the commissioning mother.
- In case of miscarriage or medical termination of pregnancy, a worker is entitled to 3 weeks of paid maternity leave.

10. Leave Application & Approval Guidelines

- For an employee of *the Company*, it is mandatory to record your daily work hours using the Clockify Time tracking system or any system proposed by *the Company*. This system allows us to effectively monitor and manage your time spent on assigned projects. Please ensure that you log in to the time tracking system and enter your daily working hours accurately and promptly.
- Leave application of Default Leaves (Casual Leave, Sick Leave and Public Holidays) is linked with the GreytHr portal. Thus, it is mandatory for you to apply all your leaves in your GreytHr portal, they will automatically flow into payroll.
- **In case of an emergency leave** where prior approval is not possible, Employees must notify the relevant team lead and any of the following authorities.
 - **Santhana Gopal** – Primary contact for all permissions and emergency leave.

In case Santhana Gopal is not available:

- Rajamanickam
- Ramesh Babu
- Employee must ensure that all leave applications are approved by his / her reporting authority. **No leave shall be considered as granted unless sanctioned by the concerned reporting authority. Such incidents will be considered as Loss of Pay (LOP).**
- The company reserves the right to cancel leave with a prior notice.

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11. Uninformed Leaves and HR Portal Compliance

Mandatory Use of HR Portal for Leave Applications: Going forward, all leave requests must be submitted through our HR portal. This is to ensure a streamlined process for managing and tracking leaves efficiently.

Uninformed Leaves: Any leave taken without prior intimation and not applied for through the HR portal will be considered as an '**Uninformed Leaves**'

Consequence of Uninformed Leaves: Uninformed leaves will be treated as absences and will lead to **Loss of Pay (LOP)**. This is to emphasize the importance of proper communication and adherence to company protocols.

12. Leave and Attendance-Related Recovery Process

- Leaves taken in excess to the eligibility and attendance discrepancies will fall under the prevailing Leave and Attendance recovery process.
- For the recovery (Deduction from the Salary), following rule will be applicable:
 - ***Per day rate of leave recovery = Yearly Gross salary / 365.***
 - ***The total leave recovery = Rate per day * No. of extra leaves availed.***

Note: The attendance recovery process will take place on June 30 and December 31 of each calendar year.

13. Annual Earned Leave Carry Forward & Encashment Rule

- During the calendar year end, the unutilized leaves, referred to as the Closing casual leave balance, will be considered for carry forward to the next financial year. **Employees can carry forward a maximum of 4 days of leave.**
- However, any accumulated leave beyond the 4-day limit will not be carried forward.
- **Leaves cannot be redeemed by employees for any reason.**

14. Permission Policy Guidelines

Limit on Permissions: Employees will be able to avail permissions a **maximum of 2 times per month**. This is to ensure a balanced approach to work commitments and personal needs.

Duration of Permissions: Each permission session can be a **maximum of 2 hours**. We believe this duration is sufficient to address most personal matters requiring time away from work during working hours.

Approval Process: All permissions must be informed in advance to the Operations Manager. Furthermore, permissions need to be approved by any one of the following authorities:

Primary Approver:

- Santhana Gopal

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In case, Santhana Gopal is not available:

Secondary Approvers:

- Rajamanickam
- Ramesh Babu

15. Work-From-Home (WFH) Policy Guidelines

Valid Reasons for WFH: WFH will be granted based on valid reasons. These reasons should align with our company's WFH criteria which include, but are not limited to, health issues, family emergencies, or specific work assignments that can be effectively completed remotely.

Approval for Short-Term WFH (1-2 days): To avail WFH for a duration of 1-2 days, you are required to get approval from any one of the following authorities:

Primary Approver:

- Santhana Gopal

In case, Santhana Gopal is not available:

Secondary Approvers:

- Rajamanickam
- Ramesh Babu

Special Permission for Extended WFH (beyond 2 days): For WFH requests extending beyond 2 days, special permission is required. These requests should be directed to:

- Saravanan
- Arunkarthikeyan

All WFH requests should be made in advance, except in cases of emergencies. Submit your WFH request through the company email, specifying the duration and reason for your WFH.

Ensure that your request aligns with the workflow and does not disrupt team dynamics or project timelines.

Note:

Please remember that WFH is a privilege and not a right, and it should be requested considering the impact on your responsibilities and team commitments.

We encourage open communication with your supervisors to ensure that WFH arrangements are mutually beneficial and do not impede the progress of our collective goals.

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We believe these updates will help in maintaining the balance between flexibility and responsibility, ensuring that our team continues to be productive and efficient.

16. Minimizing Ad-Hoc Breaks

We have noticed an increase in the frequency of ad-hoc casual breaks. While we understand the need for occasional breaks during the workday, it's important to be mindful of their frequency and duration. Excessive ad-hoc breaks can significantly impact our collective productivity and disrupt the work flow.

To address this:

Plan Your Breaks: Try to schedule your breaks at regular intervals and keep them within a reasonable duration. This helps in maintaining focus and productivity throughout the day.

Avoid Unnecessary Distractions: Casual gatherings and unscheduled meetings can often be a source of distraction. Let's aim to keep these to a minimum and focus on pre-planned, purposeful interactions.

Prioritize Tasks: Ensure that taking breaks does not interfere with critical tasks and deadlines. Staying on top of your responsibilities will benefit the entire team.

We encourage you to use your break time wisely and in a way that rejuvenates you for better performance.

17. Your Responsibility:

Ensure to plan and apply for your leaves in advance through the HR portal. In case of emergencies where prior application is not possible, please inform your immediate supervisor and Mr. Santhana Gopal at the earliest opportunity and follow up with a formal application through the HR portal as soon as possible.

We understand that unexpected situations can arise, and we will consider such instances with empathy and discretion. However, it is imperative for the smooth functioning of our organization that we all adhere to these guidelines.

We appreciate your understanding and cooperation in implementing this policy.

Thank you for your attention to this important matter and for your continued commitment to our company's policies and values.

All queries should be raised on hr@justlogix.com