



LOGO

<Company Name>

HR Policy

Leave Policy

Policy Effective Date: <DD/MM/YY>

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Revision History

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1.Objective

The primary objective of introducing Leave policy is to ensure employees are provided with a reasonable and regular amount of rest and recreation away from work. Some types of leaves are introduced for personal emergencies. This policy is a guideline for all employees to follow and explains the types of leaves available, the eligibility and the procedure to avail leaves.

2.Scope and Applicability

All employees in the organisation.

3.Definition/Glossary

| Term / Abbreviation | Definition / Expansion |
|---------------------|------------------------|
| AL / PL | Annual/Privilege Leave |
| CL | Casual Leave |
| SL | Sick Leave |
| ML | Maternity Leave |
| PTL | Paternity Leave |

4. Policy/Process

4.1. Owner & Administration

HR owns the leave policy and hence will administer the same appropriately. The policies and procedures are subject to change from time to time depending on various socio-economic factors or as per law and will be decided solely by HR.

4.2. Eligibility

All regular and confirmed employees of the organisation are covered in the leave policy. Employees who are on probation or hired as trainees will be eligible for _____ <type of leave> leaves only. Leave year begins from 1st of _____ to 31st of _____ each year and will be available only upon completion of each year of service. Leaves will be credited to individual employee's leave account in advance at the beginning of the year (or from the date of confirmation) and employees can avail of leaves in advance during the year. Employees who have joined during the year will be eligible for prorated leaves from the date of confirmation of employment.

Any weekly offs or declared holidays or national holidays which fall in between any leaves applied by an employee will _____ <be / not be> considered as leave days

4.3. Prefix/suffix

Leaves taken at the beginning of a work week immediately succeeding a weekly off or end of a work week immediately preceding a weekly off will _____ <be / not be> considered as leave days including the weekly off days

4.4. Other conditions

It is the responsibility of employees to ensure that their respective Managers take appropriate action on the leave applications before proceeding on leaves.

Leaves availed in an emergency and only under unavoidable circumstances must be regularised in the system as soon as possible, which otherwise will result in loss of pay.

In the event an employee leaves the organisation or becomes ineligible for leaves for whatever reason, leaves availed in excess of eligibility will result in loss of pay (LOP).

Employees _____ <are / are not> allowed to merge two types of leaves continuously

Extended SL / ML / PTL must be accompanied by a doctor's certificate and forwarded to HR for action with the consent of the Manager

4.5.Types of Leaves

4.5.1. Annual / Privilege Leave

All confirmed employees are eligible for _____ <number of days> of AL / PL per completed year of service. However, employees can avail leave during the year in advance as and when credited to their respective accounts.

Any un-availed AL/PL during the year will be carried forward to the extent of maximum of _____ <number of days> to the next year and included in the next year's quota. AL/PL can be accumulated up to a maximum of _____ <number of days> during a year and any additional un-availed days will be considered as lapsed. No additional monetary/non-monetary compensation will be given to the employee in lieu of any lapsed AL/PL.

Leave encashment is allowed only upon termination of the contract for any official reason and where the employee has un-availed AL/PL leave balance. Encashment is based on monthly basic salary, divided by 30 days of the month and multiplied by the number of days of unavailed leave balance of the employee.

Grant of leaves is at the discretion of the Manager or HR, as the case may be, and in line with the ground reality of any important assignments or client commitment that cannot be compromised.

Procedure to avail AL/PL: Employees are required to plan their annual vacation at least _____ <weeks/months> in advance and inform their

Managers. Post the discussion and agreement, AL/PL should be appropriately applied through _____ [<ESS portal / Official mail>](#).

4.5.2. Casual Leave

All confirmed employees are eligible for _____ [<number of days>](#) of CL per annum.

Procedure to avail CL: Employees are urged to plan their CL as early as possible and inform their respective Managers. Post discussion and agreement, CL should be appropriately applied through _____ [<ESS portal / Official mail>](#).

4.5.3. Sick Leave

All employees are eligible for _____ [<number of days>](#) of SL per annum. SL cannot be availed for more than _____ [<number of days>](#) at a time. In case of SL availed for more than prescribed days, it should be accompanied by a registered doctor's certificate.

Procedure to avail SL: Employees are urged to keep their Managers informed of their sickness at the earliest in order to allow them to plan for continuity of tasks on hand. SL has to be regularised through _____ [<ESS portal / Official mail>](#) at the earliest opportunity by the employee, which otherwise might lead to loss of pay.

4.5.4. Maternity Leave

Female employees who have worked continuously for a period of _____ [<mention number of days, but 80 days is minimum as per law>](#) with the company in the past twelve months immediately preceding the date of expected delivery is eligible for maternity leave as per Maternity Benefits Act, as amended in Mar 2017.

Eligible employees can avail of paid Maternity leave for a continuous period of 26 weeks, of which 8 weeks can be availed for the pre-natal period.

Maternity leave of 12 weeks for adopting a child below 3 months and for commissioning mothers are allowed.

Any other maternity conditions other than normal pre-natal / post-natal conditions should be based on doctor's certificate and discussed with HR / Manager for sanctioning appropriate number of days leave and as permitted by law

Procedure to avail ML: Employees must keep their Managers well informed of their ML to allow them to make alternate plans for continuity of tasks on hand. ML must be applied through _____ <ESS portal / Official mail> by the employee. Any approved extension of ML must be updated by the Manager on behalf of the employee in case there is no access to the _____ <ESS portal / Official mail> to the employee to avoid any loss of pay.

4.5.5. Paternity Leave

Male employees are eligible to avail _____ <number of days - maximum of 15 days as per law, extendable up to 3 months under the medical condition of spouse or child> can avail of PTL from the date of birth of their child.

Procedure to avail PTL: Employees are required to keep their Managers well informed of their leave plans to allow them to make alternate plans for continuity of tasks on hand. PTL must be applied through _____ <ESS portal / Official mail> by the employee. Any approved extension of PTL must be updated by the Manager on behalf of the employee in case there is no access to the _____ <ESS portal / Official mail> to the employee to avoid any loss of pay.

5. Special Circumstance and Exception

Maternity Leave is applicable only for female employees

Paternity Leave is applicable only for male employees

Any Deviation to this policy has to be approved by HR. Any changes to the policy have to be approved by Legal and Compliance.

6. Non-compliance and Consequence

Non-compliance or frequent inconsistencies in adherence to this policy will lead to disciplinary action as appropriate by HR and the Manager.



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