INTRODUCTION

1.1

PURPOSE

Leave is granted to employees with the good intention of providing rest, recuperation of health and

for fulfilling social obligations. This enables employee to have better work-life balance thereby

creating a healthy and happy work-play for the company.

1.2 BACKGROUND

Employees today are compensated through a mixture of wages and benefits.

1.3 SCOPE

The Leave policy is applicable for all permanent staff of the company.

* Leave is not a matter of right.
* Sanctioning leave is at Management discretion based on exigencies of business or seriousness
* of the case.
* Leave year is from 1st January to 31st December.

Eligible leave is credited to the employees on the 1st of January and 1st of July every year.

1.4 LEAVE CATEGORIES

The different types of leaves given under the policy are:

* Casual Leave (CL)
* Sick Leave (SL)
* Earned Leave (EL)
* Maternity Leave (ML)
* Adoption Leave (AL)
* Paternity Leave (Pat L)
* Loss of Pay (LOP)

Employees who are appointed during the year shall be entitled to the above leave on a pro-rata basis.

Employees whose date of joining service falls between 1st to the 10th of a month are entitled to get the leave credit for that month.

If an employee is relieved on any day of the month, then he / she is not entitled for leaves due for that month.

2.1 CASUAL LEAVE (CL)

ELIGIBILITY

• All permanent staff

• Casual leave is calculated for a period of one year (January to December)

ENTITLEMENT

• Employees are eligible for 10 days (about 1 and a half weeks) of casual leave in a year. Five days will be credited

once in six months

• Employee can take CL for 3 days maximum at one time.

• National / Festival / Declared / weekly off days can be prefixed or suffixed to CL.

Intervening National / Festival / Declared holidays will not be counted as part of the

leave.

casual leave should get approved before the leave.

• Balanced CL remaining unutilized as on 31st December will lapse.

• The leave sanctioning authority would be the Manager of the concerned employee for a

period up to 3 days and if the leave period extends beyond 3 days, then the manager

needs to forward the same to division chief for authorization. It is up to the

Management’s discretion to sanction more than 3 days of CL at a stretch

• If the leave beyond 3 days is not sanctioned, the excess leave will be treated as LOP.

• When leave is taken without prior sanction, (under certain unavoidable circumstances)

the absence should be notified to the respective Managers on the same day throughe

phone

2.2 EARNED LEAVE (EL)

ELIGIBILITY

• All permanent staff.

• EL is calculated for the days worked during the previous calendar year.

ENTITLEMENT

• Employees will be credited 15 days (about 2 weeks) EL at the beginning of next Calendar year.

• EL will be credited to permanent staff only on completion of one year of service and

probation with the company.

• For every working month, 1.25 days of EL is accumulated adding to 15 days (about 2 weeks) in a year.

The amount of EL accrued will be proportionally reduced for the leave duration (EL, Sick

leave, LOP) availed in the previous year.

• EL can be availed only on prior recommendation of the Manager and division chief will

approve the same.

• National / declared / festival / weekly off days can be prefixed or suffixed to EL.

• Intervening National / declared / festival / weekly off days will be counted as part of the

leave.

• EL can be availed at a minimum of three days. EL can be availed a maximum of three

occasions.

• Every calendar year 5 days of EL will lapse if not availed.

• EL can be accumulated for a maximum of 30 days (about 4 and a half weeks).

• Any absence of more than the number of EL sanctioned will be treated as LOP, unless

given valid reasons to the management.

• If the leave application does not reach us in a week’s time after the concerned employee

resumes duty it would be considered as LOP.

2.3 SICK LEAVE (SL)

ELIGIBILITY

• All the permanent staff

ENTITLEMENT:

• An employee is eligible for 5 days Sick Leave in a Calendar year.

• Sick leave can be accumulated for two years (10 days).

• If SL extends beyond 5 days, it must be accompanied with a doctor’s certificate

• In case adequate number of SL is not available with an employee, employee can club

with CL or EL with it. If CL, EL not available, then it will be treated as LOP.

• Intervening National / Festival / Declared holidays/Earned Leave will not be counted as

part of the leave. You may avail the options of prefixing or suffixing the leave to the

intermediate leave available.

• The leave sanctioning authority would be the Manager of the concerned employee for a

period up to 5 days and if the leave period extends beyond 5 days, then the Manager need

to forward the same to division chief for approval.

• Inability to attend office because of any sickness should be notified to the respective

Manager on the same day by phone.

If the leave application does not reach us in a week’s time after the concerned employee

resumes duty it would be considered as LOP.