1.PROCEDURE FOR APPLYING LEAVE

⦁ For availing Earned leave, one should raise request in HRIS portal at least one week in advance and get it approved by respective Manager and division chief and forwarded to

HR and Admin.

⦁ Due to emergency, if prior approval has not been obtained, application should be

submitted after joining duty. However, the employee should intimate about leave over the

phone or send SMS to the office.

⦁ Leave request for marriage is restricted to 15 days (about 2 weeks) only. If there is not enough EL/ CL

balance, then it will be considered as LOP.

2. LEAVE RULES

Leaves that can be availed in our organization are classified as Casual Leave, Sick Leave, Earned

Leave, Maternity Leave, Paternity Leave, and Adoption leave. While company takes all the efforts

to sanction leave, Employee need to bear in mind that current project he/ she is working should

have minimum disruption. Employee should coordinate with the superiors and ensure that project

proceeds smoothly.

3. LOSS OF PAY (LOP)

• LOP can be applied by an employee only if employee EL/CL/SL/ML is exhausted.

• During the period of LOP, the employee is not entitled for any pay or allowance.

• A maximum of 8 weeks (about 2 months) of LOP is allowed in one year on the approval of the

management.

• If the employee fails to report to duty on the specified date after the sanctioned LOP, it is

deemed that the employee has abandoned service with the company on his/her own

accord.

• LOP can be implied on disciplinary grounds regarding attendance by the

management regardless of the availability of the other types of leave.

• If the candidate wishes to take more LOP, division chief needs to recommend the case on

special grounds to HR. HR will authorize the same upon CEO clearance. However, this

will be decided on a case-by-case basis.

4. EXTENSION OF LEAVE

• As it is necessary to get prior approval for leave, so also for extension of leave. The

employee must apply to his/her Manager and the Manager must recommend the case to

the division chief for extension of leave well in advance and get it sanctioned to avail

them. In case an employee overstays, the unsanctioned leave availed will be treated as

absence from duty. However, this is subject to the maximum leave period as stipulated.

5. Permission

• An employee can avail permission of four hours in a month. This can be availed for a

minimum of one hour or maximum of two hours. Number of occasions cannot go beyond

four. Unutilized permission cannot be carried forward to next month.

5.1 Permission for less working hours and work from Home

• An employee can avail special permission for less working hours or work from home.

The permission will be sanctioned by division chief only during project contingencies

where employee support is required. Employee must apply for such permission to HR

and concerned Manager. Manager will recommend the case to HR and HR will authorize

and inform the Finance department. An employee can avail special permission for less

working hours in blocks of 2 hours. Each occasion needs to be a minimum of one week

and a maximum of 3 weeks in a year. Maximum of 4 hours per day is allowed in both

categories. This application cannot be preceded by LOP and followed by long leave.

Salary will be proportionally adjusted with the time present and will be reflected in appraisal too.

• A woman employee can avail special permission for less working hours in blocks of 2

hours for maximum of two months post joining from Maternity leave. Employee must

apply for such permission to HR and concerned Manager. Manager will recommend the

case to HR and HR will authorize and inform Finance. Salary will be proportionally

adjusted. Increment will be calculated for the time present.