

Leave Policy

Company Name: BlueOrbit Technologies

Year: 1 January to 31 December

1. What is the purpose of the Leave Policy?

At BlueOrbit Technologies Pvt. Ltd., we value employee well-being and work-life balance. This policy defines the rules, eligibility, types, and procedures related to employee leave, ensuring transparency while meeting business requirements.

2. Who is eligible for leave?

- All regular and confirmed employees are eligible for leave as per this policy.
- Trainees and probationary employees are eligible only for Sick Leave.
- Leave entitlements are calculated on a calendar-year basis (1 January – 31 December).

3. What is the scope of this policy?

This policy applies to all employees of the organization, regardless of role or department.

4. What types of leave are available?

Employees are entitled to the following types of leave:

Leave Type	Annual Entitlement
Privilege Leave (PL)	18 days
Casual Leave (CL)	12 days
Sick Leave (SL)	12 days
Maternity Leave	26 weeks
Paternity Leave	10 working days
Sabbatical Leave	Up to 1 year

Leave Type	Annual Entitlement
Festival & National Holidays	10 days
Unpaid Leave (LWP)	As approved

5. How is Privilege Leave (PL) calculated?

- 18 days per year
- Credited at 1.5 days per month
- Available only after confirmation or completion of probation
- Can be accumulated or encashed as per company policy

6. How does Casual Leave (CL) work?

- 12 days per year
- Credited at the start of the calendar year or on the date of joining
- Can be taken for a minimum of 0.5 day and a maximum of 3 consecutive days
- Cannot be carried forward or encashed

7. What are the Sick Leave (SL) rules?

- 12 days per year
- Minimum leave: 0.5 day
- Maximum leave: 5 consecutive days
- A doctor's certificate is mandatory if sick leave exceeds 3 consecutive days
- The company may request a medical review if required

8. Are leaves prorated for new joiners?

Yes. Employees joining mid-year will receive leave entitlements on a prorated basis, calculated based on the remaining months in the calendar year.

9. How much advance notice is required for leave?

- Planned leave must be applied at least 3 working days in advance
- Emergency leave must be informed as soon as possible

10. How many festival and holiday leaves are provided?

- 10 paid holidays per year, including national and regional festivals
- The holiday list is shared at the start of the calendar year
- These holidays cannot be carried forward or encashed

11. What is Leave Without Pay (LWP)?

- Applicable when leave balance is zero or negative
- Requires approval from the Reporting Manager and Head of HR
- Any LWP exceeding 10 consecutive days requires CEO or Director approval
- Holidays falling during LWP are not paid

12. What is Sabbatical Leave?

- Available to employees with a minimum of 5 years of continuous service
- Maximum duration is up to 1 year
- Purpose includes higher education or job-related skill development
- Approval flow: Reporting Manager → HOD → Head of HR → CEO

13. What are the maternity leave benefits?

- Provided as per the Maternity Benefit Act, 1961
- Duration of 26 weeks with pay
- Applicable to women employees not covered under ESI
- Pregnancy-related illness leave may be extended up to 1 additional month and adjusted against leave balance

14. What is the paternity leave policy?

- 10 working days of paid leave
- Applicable for up to 2 children
- Must be availed within 6 months of childbirth or adoption

15. Can employees take leave during probation or notice period?

- Leave during probation or notice period is generally not permitted
- Exceptions may be granted only in genuine emergencies with HR approval

16. What is the leave accumulation and encashment policy?

- Maximum leave accumulation allowed is 45 days (Privilege Leave only)
- Automatic encashment occurs at the start of the next calendar year
- If accumulated leave exceeds 30 days, only the excess from the previous year is encashed

17. How do employees apply for leave?

- Leave must be applied through the HRMS or official leave application system
- Applications should be submitted within 30 days, except in emergencies
- Leave requests must include the type of leave, start and end dates, and reason

18. How is leave approved?

- The Reporting Manager reviews and approves or rejects the request
- The employee is notified once a decision is made
- HR records the approved leave

19. What happens if the leave policy is violated?

- Minor violations may result in verbal or written warnings
- Serious violations may lead to suspension, demotion, or disciplinary action
- Actions are taken by the Reporting Manager in coordination with HR

20. Can management make exceptions to this policy?

Yes. Management reserves the right to modify or grant exceptions to this policy to meet statutory or business requirements, subject to approval from the Head of HR.