AventIQ, a trademark of Mittal Software Labs Limited
Leave Policy
Confidential and Restricted

Objective

AventIQ, a trademark of Mittal Software Labs Limited is committed to fostering a healthy work-life balance for its employees while ensuring seamless business operations. This policy outlines leave entitlements, processes, and compliance requirements for all employees.

Scope and Applicability

This policy applies to all active employees, including permanent, probationary, and contractual employees. Leave entitlements for interns and temporary staff are specified under the relevant sections.

Leave Categories and Entitlements

1. National and Festival Holidays

- AventIQ observes **3 fixed national holidays**:

    o   Republic Day (January 26).

    o   Independence Day (August 15).

    o   Gandhi Jayanti (October 2).

- **7 regional or optional holidays** are determined annually and communicated at the beginning of each calendar year.

- **Restricted Holidays (RH):** Employees are entitled to avail of 2 RH per calendar year from the RH list, subject to prior approval. Leave applications for RH must be submitted at least 15 days in advance

2. Casual Leave (CL)

- **Entitlement**: 12 days per year (1 day per month).

- **Usage**: For personal or unforeseen emergencies.

- **Carry Forward**: Unused CL cannot be carried forward to the next year.

3. Sick Leave (SL)

- **Entitlement**: 12 days per year (1 day per month).

- **Usage**: For medical issues; supporting documents may be required for leaves longer than 2 days.

- **Carry Forward**: Unused SL cannot be carried forward to the next year.

4. Paid/Earned Leave (PL/EL)

- **Entitlement**: 15 days per year (1.25 days per month).

- **Usage**: For planned vacations or personal needs.

- **Accumulation**: Up to **30 days** may be carried forward to the next calendar year.

- **Encashment**: Permissible during full and final settlement, subject to company policies.

5. Maternity Leave (ML)

- **Entitlement**: As per the Maternity Benefit Act, 1961:
    - **26 weeks** for the first two children.
    - **12 weeks** for subsequent children.
    - **1-month extension** for pregnancy-related illnesses, with a valid medical certificate.

6. Paternity Leave (PL)

- **Entitlement**: 15 days of paid leave, to be availed within 2 months of childbirth or adoption.

7. Adoption Leave

- **Entitlement**: 12 weeks of paid leave for adopting a child below the age of 3 months.

- **Documentation**: Valid adoption papers or proof of placement from a recognized adoption agency.

8. Miscarriage Leave

- **Entitlement**: 6 weeks of paid leave as per the Maternity Benefit Act, 1961.

9. Tubectomy Leave

- **Entitlement**: 2 weeks of paid leave for female employees undergoing a tubectomy procedure.

10. Compensatory Leave

- **Eligibility**: Employees working on official holidays or weekly offs for over 6 hours.
- **Approval**: Must be pre-approved by the reporting manager and logged in the HR portal.

11. Leave Without Pay (LWP)

- **Usage**: Applied when all other leave balances are exhausted.
- **Sandwiched Weekly Offs**: Treated as LWP.

12. Bereavement Leave

- **Entitlement**: 3 days of paid leave in the event of the death of an immediate family member (spouse, child, parent, or sibling).

Leave Approval Process

1. **Application**:
   - Submit leave requests via the designated HR portal (e.g., Zoho) at least **15 days in advance** for planned leaves.
   - In emergencies, inform the reporting manager immediately and regularize the leave within 2 working days.

2. **Approval**:
   - All leave requests must be approved by the reporting manager and HR.
   - For client-deputed employees, both internal and external approvals are mandatory.

3. **Extended Absence**:
   - Absence exceeding **7 consecutive days** without approval may result in disciplinary action, including termination.

Leave Encashment

- **Eligibility**: Applicable for earned leave (PL/EL) during the full and final settlement for confirmed employees only.
- **Notice Period**: PL cannot be availed during the notice period but can be adjusted against it at the company's discretion.

Special Provisions for Remote and Hybrid Workers

- Leave applications must follow the same process.

- Attendance logging and approval must be ensured daily.

Non-Compliance

Non-adherence to the leave policy, including failure to regularize leaves or misuse of benefits, may result in disciplinary action, up to termination of employment.

Policy Review

This policy will be reviewed periodically to ensure compliance with legal updates and organizational needs.

Approved By: Nikhil Mittal
Effective Date: 01-Jan-2025
Last Updated: 26-Dec-2024