

YS Innovations – Leave & Permission Policy

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Issued by HR Department

Hi Team,

This policy is to help everyone understand how leave, permission, and attendance work at YS Innovations. We aim to create a fair, disciplined, and smooth working environment for all. Please read the below rules carefully and follow them strictly.

Working Days & Hours

- Our working days are **Monday to Friday**, and also the **1st, 3rd, and 5th Saturdays** of every month.
- Working hours are **9:30 AM to 6:30 PM**.

No Work From Home

- Please note, **Work From Home** is **not allowed** under any circumstances.
- All employees must work from the office.

Break Timings

- **Lunch Break:** Maximum of **60 minutes**
- **Tea Breaks:** Two breaks of **15 minutes** each
- Total break time must not exceed **1 hour and 30 minutes per day**
- Frequent overuse of break time may result in HR action.

Probation Period (First 6 Months)

- All new employees will be on probation for the **first 6 months**.
- No paid leave is applicable during this time.
- Any leave taken during probation will be counted as **Loss of Pay (LOP)**.
- Permission time (explained below) may still be used if required.

Casual / Sick Leave (After Probation)

- After probation, employees are entitled to **1 Casual or Sick Leave per month**.
- Leaves **cannot be** carried forward.
- For more than 2 days of sick leave, a medical certificate is mandatory.

Permission

- You may take a minimum of **1 hour** and a maximum of **2 hours** per day as permission.
- **4 hours** of permission per month is allowed.
- Exceeding this limit will result in **half-day LOP**.
- Always inform your Team Lead in advance.

Continuous Leave Limit

- You are not allowed to take more than **2 continuous working days off**, unless there is a valid emergency or unavoidable reason.
- In such cases, get prior approval and submit proof if required.

Leave Application

- Apply for leave **at least 1 working day** in advance.
- For planned or long leave, inform HR and your manager 3 to 5 working days ahead.
- All leaves must be approved.

Emergency Leave

- In emergencies, inform your Team Lead or Manager immediately by call or message.
- If unable to talk, leave a message via WhatsApp or SMS.
- Update HR later.

Unauthorized Leave

- Leave without informing or approval is considered unauthorized.
- This will result in Loss of Pay, and repeated cases may lead to action.

Late Entry & Early Exit

- Arriving after 10:30 AM or leaving before 5:30 PM without approval = Half-day LOP

Compensatory Off

- If you work on a weekend/holiday on request, you're eligible for a Comp-off, valid for 30 days.
- Prior approval is required.

Loss of Pay (LOP)**LOP applies if:**

- You are on probation and take leave
- You exceed your leave or permission quota
- You do not inform or get leave approval

Final Note

These policies are created for team balance, clarity, and respect. We're always here to support you. Please plan responsibly and communicate clearly.

– HR Department
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