



Leave Policy

PURPOSE OF LEAVE:

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company.

LEAVE YEAR AND APPLICABILITY:

- ❑ Sanctioning of 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 every year.
- ❑ The different types of leaves given under the policy are:
 - **Casual Leave (CL)**
 - **Privilege Leave (PL)**
 - **Short Leaves (SL)**
 - **Maternity Leave (ML)**
 - **Paternity Leaves (PL)**
- ❑ The Leave policy is applicable for all permanent staff of the company.
- ❑ Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rate basis.

Categories of Leaves

Categories	Description	Number of leaves
Casual Leaves	<p>It is important to get the planned leaves applied and approved at least 10 days in advance by Respective Reporting Manager</p> <p>Sick Leave is a part of Casual Leave.</p> <p>Emergency leaves will include any leaves due to unforeseen reasons.</p>	<p>12 (Includes 6 emergency leaves and 6 planned leaves)</p>
Privilege Leave	<p>Employees are allowed to carry leave balance to the next calendar year for 3 years.</p> <p>All unplanned leaves will be adjusted from PL's.</p> <p>Note: Leaves cannot be adjusted in Notice Period, nor can be encashed.</p>	<p>6</p>
Short Leaves	<p>Employees are allowed to leave 2 hours early or report at office 2 hours late.</p> <p>In a month maximum of 2 short leaves can be availed.</p>	<p>10</p>
Maternity Leaves	<p>This benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth.</p> <p>For women who are expecting after having 2 children, the duration of paid maternity leave shall be 12 weeks (i.e., 6 weeks pre and 6 weeks post expected date of delivery).</p> <p>Note: Employee who has</p>	<p>26 Weeks / 12 Weeks</p>

	completed 12 months of continuous service will only be able avail Maternity Leave	
Paternity Leaves	This benefit could be availed by men for childbirth.	3

ELIGIBILITY CRITERIA

- In a quarter maximum you can avail 4 leaves (Applicable for all Categories of leaves) subjected to your reporting managers approval. In case of any exigencies more than 4 leaves can be availed if respective department heads, project managers and HR grants.
- During Probation period of initial 6 months, total of 4 leaves will be provided.
- Sick leave for more than 2 days, a doctor's certificate should be submitted as proof.
- Emergency leaves are applicable only for unforeseen situations. Eg: Accidental leaves, Funerals etc.
- Short leaves are restricted to 2 per month, in case more than 2 leaves are availed then from the 3rd short leave it will be counted as a half day and will be adjusted from the leave bucket.
- In case no leaves are left then it will be leave without pay.
- You can apply for backdated leaves for 3 days only from HRMS portal.
- **Every employee have to apply for the leave through HRMS dashboard, it will be employees responsibility to get the approval on the leaves. If the leaves are pending before 25th of every month then it will be considered as leave without pay.**
- **No leaves will be considered if only applied through email or any personal channels of communication. Only through HRMS dashboard the same has to be applied.**
- If in long weekend anyone takes leave without prior approval before the onset or after the offset of leaves then it will be considered as Sandwich Leave and even the weekends will be treated as LWP (Leave Without Pay). For example. (There is a leave on Friday and we will resume our services on Monday and if the person didn't join office without approval on Monday then Leave for Friday, Saturday, Sunday and Monday will be deducted & is applicable on National / Festival holidays.)
- In case of Marriage Leaves, it can be availed as per availability of leaves in the bucket. If the existing leave bucket is exhausted then extra leaves will be considered as leave without pay.

Restricted Holidays

- You may **avail 2 restricted holidays** in a year out of the available options.
- The restricted holidays can be availed from HRMS.
- The restricted holidays can be marked from dashboard till 31st January 2022 only. This option will not be available post 31st, so kindly make sure you apply 2 restricted holidays for the year within the timeframe mentioned.
- The restricted holidays are additional and will not impact leave balance.

Options:		
Eid al-Adha	29-June-23	Thursday
Janmashtami	7-Sep-23	Thursday
Gurpurab	27-Nov-23	Monday

Note: You may avail **2 restricted holidays** in a year from the available options. Within 31st January 2022 the restricted holidays (2) has to be marked through dashboard.

ABSENCE FROM DUTY

- When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.
- **The days of absence will be treated under Loss of Pay.**
- The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again.
- If an employee is absent from duty continuously for more than 5 days (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the HR department will contact him/her asking to report to duty and to provide explanation for his absence.
- Based on the enquiry any action deemed fit will/would be taken by the management.
- If there were no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the company on his own accord and will be declared abscond from the organization.