



Varahi Technologies Pvt Ltd

Leave Policy v1.11

Revision History

Version #	Date	Approved by	Comments
v1.1	29-Oct-2018	Avinash Sonawane HR  Parth Pandya Director 	Applicable from 1-Nov-2018.
v1.11	20-Dec-2018		Minor formatting changes, no change in policy content.

Applicable to Confirmed Employee

- Employee is entitled for 18 days of Earned Leave (Paid Leave) in a financial year; i.e. 4.5 days of leave / quarter.
- Earned Leaves will be credited in first week of each quarter.
- An employee is allowed to carry forward maximum 50% of leaves, earned in a financial year.
- Medical certificate has to be submitted for absence of more than 3 continuous working days without prior approval.
- As per the current policy, there is no provision for leave encashment (not even at the time of separation).

Applicable to Employees on Probation / Training

- In probation/training period employee is entitled for 1 day of leave per month. After successful completion of probation period employee is entitled for earned leave as company policy.
- As per the current policy, there is no provision for leave encasement during probation/training period (not even at time of separation).
- An employee is entitled to get all leave benefits applicable to “Confirmed Employee” from the very first day after completion of probation / training period.

Leave on Loss of Pay / Paid Leave

- In case of leave on loss of pay / paid leave, all holidays (including public holidays) will be accounted if falls between leave start date and end date.

Compensatory Off (comp-off)

- Based on requirement if an employee works on holiday, then the employee will be compensated with 1 day of Compensatory Off (comp-off).
- To be eligible for full day comp-off, working hours has to be minimum 9.50 hours on the day. To be eligible for half-day comp-off, working hours has to be minimum 5 hours on the day.
- Any comp-off has to be approved in advance before the day of work.
- Comp-off has to be consumed within 3 months from the date of credit.

Paternity Leave

- 5 days of paid leave up-to 2 children.
- Applicable to only confirmed employees.

Maternity Leave

- 6 months of paid leave up-to 2 children.
- Applicable to only confirmed employees.

Guideline

- Any leave must be approved by immediate senior/ manager in advance.
- For sick leave or in case of emergency, an employee has to apply for back dated leave on the first day of joining office after leave(s).