

COMPANY POLICY

1. Leave Policy

Annual Leave:

- Full-time employees are entitled to 12 days of paid annual leave.
- Leave must be requested at least two weeks in advance and approved by the immediate manager or superior.
- Unused annual leave cannot be carried over to next year or cashed out.
- Total number of leaves in one stretch should not exceed 4 days.
- Employee who have completed 1 year in this company can only apply for annual leave

Casual Leave:

- Employees are entitled to apply for 1 casual leave every month.
- Casual leave cannot be carried over to next month or cashed out.

Sick Leave:

- Employees are entitled to 12 days of paid sick leave per year.
- Employees must notify their immediate superior or the HR departments when they need to take sick leave.
- A medical certificate from a registered medical practitioner is required for absences exceeding two consecutive days.
- Unused sick leave cannot be carried over to next year or cashed out.
- A fitness-to-work certificate may be required if the absence was due to a serious illness or hospitalization.

Additional Provisions:

- Extended Sick Leave: In cases of prolonged illness, employees may apply for extended sick leave. This will be evaluated on a case-by-case basis and may be granted as unpaid leave.
- In case of Sick/ Death of an immediate Family member employees can use up to 5 days of their annual sick leave to care for an immediate family member who is ill.

Regular monitoring of sick leave usage will be conducted to identify any patterns that may require intervention or support.

Week Off:

- Employees are entitled to 4 days off per month.
- Employees week off is to be planned and approved by the immediate superior.

Maternity Leave:

Eligibility:

- Female employees who have worked for the company for at least 80 days in the year preceding the date of expected delivery.
- Employees must provide medical certification confirming pregnancy and the expected date of delivery.

Leave Duration:

- Female employees are entitled to 6 months of paid maternity leave.

Marriage Leave:

Eligibility:

- All full-time and part-time employees who have completed at least six months of continuous service are eligible for marriage leave.
- Employees must provide a copy of their marriage certificate or an equivalent document as proof.

Leave Duration:

- Eligible employees are entitled to a total of 10 days of unpaid leave and 4 days paid marriage leave.
- This leave is non-cumulative and must be taken within one month from the date of marriage.

Return to Work:

- Employees are expected to return to work immediately after the end of the marriage leave period.
- Failure to return to work on the agreed date may result in disciplinary action unless prior arrangements have been made with the HR department.

Festival Leave Policy:

Recognized Festivals: Our Company acknowledges the six festivals i.e.....

Onam, Vishu, Eid al-Fitr, Eid al-Adha, Easter, Christmas

Notes:

- Each employee can take leave on their respective religious/any two-festival day.
- Employees must notify their superior at least one month in advance of their intended festival leave to ensure smooth operations of the store.

- Employees working on these festival days will receive double pay for the day.
- Employees who take leave on these days will receive single day payment for the leave day.

Leave Application Process:

- Every leave application should be in E-mail, fill the standard leave application form.
- The request must be through E-mail to the employee's immediate superior, cluster manager, ARM, with cc to the HR Manager.
- All the approvals should be through the mail by the immediate superior.
- An employee can reach out to HR department if and only if there's no proper reply or approval made from the employee's superior.

2. Overtime Policy

Overtime Compensation:

- Overtime is paid at Rs.100/hour.
- Overtime must be pre-approved by the immediate supervisor.
- Maximum overtime hours should not exceed 8 hours per week.
- Accurate records of overtime must be maintained and submitted weekly.

Acknowledgment of Company Policies

I have thoroughly read and understood all the company policies of Zorucci Premium Rental. I acknowledge and agree to abide by these policies while performing my duties and responsibilities. I understand that these guidelines are in place to ensure a productive, ethical, and professional work environment.

I commit to adhering to all policies related to attendance, leave, confidentiality, workplace conduct, and any other regulations outlined by the company. If any updates or modifications to these policies arise, I will ensure to stay informed and comply accordingly.

Please consider this as my formal acknowledgment of the company policie.



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