

Leave Policy

Policy Statement:-

All employees are required to be present on every day at work. But we believe that there are some inevitable factors that may force an employee to avail the benefit of leaves. Sellebrate also encourages its employees to avail the leaves on annual basis instead of availing them habitually. However, granting leaves will be on the sole discretion of the management.

1. Commitment

Sellebrate commits the health, welfare of their employees and ensure that all employees enjoy the benefit of their leave entitlement. Sellebrate believes that employees should have opportunities to enjoy time away from work to help balance their professional and personal lives. The Company encourages all employees to spend time with family for leisure, taking care of personal work, or rest due to medical reasons.

The policy outlines the, the applicability, rules and procedures with regard to consumption and approval of leave.

2. Scope

Leave Policy is incorporated to grant leaves to all the eligible employees of Sellebrate on a non-discriminatory basis with appropriate leaves of absence for addressing civic, medical and personal needs while balancing the operational needs of company to provide quality services to our customers/clients without undue disruption. All full time and part time employees are eligible for Leave Policy. This policy applies to all categories of employees of the Company, including permanent management and workmen, casual workers, trainees and contractors or visitors at their workplace or at client sites.

3. Define

The leaves rules have been formulated to enable employees to maintain a healthy work life balance. Leave is given to the associates to provide for sickness, emergency, personal work, rest and recreation.

The Types of Leave are:-

- Casual Leave
- Sick Leave
- Relocation Leave
- Compensatory Leave
- Leave Encashment
- Maternity Leave
- Paternity Leave

3.1 Casual Leave

Casual Leave is entitled to employees only if prior permission is granted by the organization. If the employer does not grant permission and the employee nevertheless takes a leave, the day's pay is cut from the salary. Usually every organization allows a certain number of casual leaves in a year, which is fixed by the company's management.

3.2 Sick Leave

Employers provide sick leaves to employees when they are ailing. Some organizations ask for a medical certificate to grant sick leave. Others don't deem it necessary. If the employee has used up all his sick leaves, the company uses his earned leaves. Sick leaves can also be carried forward to the next year. The specifications are although determined by the company's management.

3.3 Relocation Leave

A period of paid leave available for employees relocating themselves and / or their family for work purposes to establish themselves in the new location.

3.4 Compensatory Leave

Employees may be required to work on public holidays and / or during weekly off days. If such work is officially mandated in writing by Supervisor of the employee, then the employee may be compensated with compensatory leave for those days.

3.5 Maternity Leave

Female employees, as per law, are entitled to 3 months or 12 weeks of leave when she is pregnant. During this time, employers will have to pay their female employees normally.

3.6 Paternity Leave

Male employees who are soon to become fathers can avail upto 5 days of leave within 6 months of their wife's date of delivery.

4. Applicability

This policy is applicable on all the employees and employers of Sellebrate.

5. Implementation of the Leave Policy-Sellebrate.

- An application for the paid leave should be made at least 1 month in advance.
- Permanent employees are eligible for 7 casual leaves.
- Permanent employees are eligible for 12 earned leaves.
- On confirmation, leave computed at the rate of 1 day per month of employment will be credited to the leave account of an employee.
- Earned leaves can be carry forwarded every year to a maximum of 30 leaves which can be encashed as per the base salary.
- Casual leaves should preferably, be planned at the beginning of the financial year.
- An employee is eligible for 5 days of sick leave in a year. Only working days shall be taken into consideration while computing the leaves.
- Sick leave, need to be specifically accompanied with a medical certificate.
- Sick leave will not be carried forward.
- Unauthorized/Uninformed (does not include phone message) leave for a period of 3 consecutive working days without official intimation is liable for discontinuation of services.

6. Responsibility of the Employees

- Employees are required to apply well in advance for approval of long annual leave.
- In cases of approved leave without pay on medical grounds, the employee has to provide all the relevant medical documents to HR within 7 days from the start of such leave.
- Employees have to follow all the procedure and standards according to the company policy.

DISCLAIMER

While the Company will make every effort to keep your Leave Policy current, the information and policies described in this document may be changed in any way, at any time, at the sole discretion of SELLEBRATE. These policies may be amended at any time and they will supersede all previous personnel policies. Revisions and amendments shall become effective upon approval by the Management of SELLEBRATE. You are responsible for complying with current Company Leave policy at all times.



Sellebrate

Attendance Policy

Policy Statement

All employees are required to be regular and punctual every day at work. The employees will record their daily attendance on the cloud application and if they have not access then they will record their TIME IN and TIME OUT timings on the attendance sheet. This policy is applicable to all employees. The HRD will ensure that the leave record of the preceding month is appropriately scrutinized for the purpose of processing the payroll.

Implementation of the Policy-Sellebrate

- i. The normal office timings at Sellebrate are as follows: Monday to Saturday: 08.00 am. To 05:00 pm.
- ii. 1,3 and 5th Saturday are working and Sundays are OFF Days but in case of a strike/s on a working day, employees will be required to come to office, the timings will remain the same.
- iii. In case, an employee is called to the office for duty during an OFF Day or is required to work from home that employee will be required to get it approved from his/her supervisor before the end of every respective month. Late information will not be acceptable.
- iv. The time for reporting to office is 8:00 AM sharp. A grace time of 30 minutes will be allowed every day. An employee reporting to duty after 8:30 AM will be marked as late. Only two late comings will be allowed in a month. If an employee is late for three times in a month then an amount equivalent to one day from the gross salary of the employee will be deducted.
- v. Employees engaged in their studies and have to attend their classes at an academic institution, can attend their classes with the permission of their supervisor but will have to complete 9 hours of work and meet their respective daily targets as well. They will also be allowed a grace time of 30 minutes for their TIME IN.
- vi. Employees must not leave the premises of the company during working hours without prior approval from his/her supervisor. In case an employee leaves office without informing his/her supervisor (except for lunch timings and prayer breaks) his/her half day salary will be deducted.
- vii. Late arrival is defined as arriving after the prescribed starting time, similarly, early departure is defined as leaving before the prescribed end time. Repeated tardiness and leaving early will not be tolerated.
- viii. Leaving the premises of the office before 05:00 PM will be marked as Early Departure. Only three early departures will be allowed in a month. To attain this benefit the employee will have to take approval from his/her reporting authority, in case of noncompliance half day salary will be deducted for every Early Departure.
- ix. Late Comings will only be permissible in case of heavy rain, stormy conditions or a strike in the city. But only department heads or immediate supervisors can give their employees relaxation in timing.