

## **OJAS-Leaves Policy**

### **1. APPLICABILITY**

Leave policy is applicable to all associates working in India. Before taking leave, associate must get approval from respective superior 1 week in advance. Associate has to apply for leave through online OJAS-HRMS portal. In case of emergency leave, associates are required to call and inform their Superior and HR department as soon as practically possible and update leave record upon resuming office.

### **2. ENTITLEMENT**

All associates are entitled to leaves as per the guidelines of this policy.

- Public Holidays are applicable for all associates from the date of joining the Company (probation, trainee or permanent Associates).
- Casual Leave is applicable from the date of confirmation and it starts to accumulate from the date of joining the Company.

Casual Leaves, except Public Holidays must be Casual before they can be used. Casual Leaves are not applicable before earning.

### **3. PUBLIC HOLIDAYS**

Company has 10 days Public Holidays per calendar year. Fixed Public Holidays will be as per applicable law. If the Public Holiday falls on a weekly off, it will not be adjusted with any other working day.

A comprehensive list of Public Holidays will be approved by the Managing Director for circulation for all locations. The exact dates of the Public Holidays will be announced in the beginning of each Calendar Year and is available on OJAS-HRMS. No holiday shall be observed apart from the holidays mentioned in the list.

### **4. CASUAL LEAVE (CL)**

Each associate is entitled to Casual Leave. Application for more than 5 Casual Leaves should be made at least 15 days before the commencement of leave. The following schedule shows Casual Leave eligibility:

- 12 Days per calendar year for associates with 5 days working week.

Associate of the Company who are employed on the 1st day of the month earn 1 day Casual Leave per full month's service (5 day working week). At the time of leave allotment leave will be rounded off to the next higher number.



Casual Leave can be used 0.5 day as minimum. Permanent associates can have maximum balance of 3 Casual Leaves at the start of the calendar year i.e. on 1st January the remaining unused Casual Leaves will lapse.

Casual leaves for trainees and interns will be different than what stated above. Trainees will be given 1 day per month basis Casual leave based on their defined training duration. Such leaves will be credited to trainee. Trainees can avail maximum 1 days such continuous leave in a month.

#### 5. Sick Leave

**Ojas will provide 0.5 sick leave per month** (It will not applicable for contractors who deployed at client place)

#### 6. Unplanned Leave

Unplanned Leaves are not healthy for any organization and Ojas doesn't encourage such leaves. Hence, every Unplanned Leave will be considered as Loss of Pay, irrespective of the fact that Employee has the Leave Balance. This will be exempted in the case of Sick Leave for two Or more days with Medical Certificate or Prescription. Sick Leave for two days or more without any Medical evidence will also be considered as Loss of Pay. Sick Leave of 1 day can be exempted and will not be considered as unplanned leave and it will be approved as Sick Leave Only.

#### 7. Sandwich Leave Policy

Employees taking advantage of weekends or long weekends and Festive Holidays and not report on the immediate working day or leave office without applying leaves prior to Holidays, will make the Organization suffer as planning of Human Resources can't be done in efficient and effective way. Hence, Loss of Pay will be marked in the below Scenarios:

**Loss of Pay or Unplanned Leave observed on the Preceding Day OR Succeeding Day OR both days of a Weekend Or Festive Holidays Or Public Holidays Or All, then all the days are marked as Loss Of Pay and no benefit of Weekend or Public Holidays can be allowed to be availed.**

#### 8. MATERNITY LEAVE

Subject to Maternity Benefit Act 1961, all married female associates who have been in continuous employment (starting from beginning of probation period) of the Company for not less than 80 working days prior to the date of commencement of maternity leave, shall be allowed Maternity Leave on full pay up to 26 weeks (6 months for calculation purposes) and 6 weeks (1.5 months for calculation purposes) paid leave in case of miscarriage or termination of pregnancy. Minimum 8 weeks advance notice supported by medical certificate as a proof of pregnancy is required to avail leave. Maternity Leave, however, will only be granted two times during the entire service of the associate with the Company.

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Maternity Leave shall be in addition to the other leaves already in force. No pay shall be due or payable in lieu of unused Maternity Leave. Associates must bring her original fitness certificate from a Registered Medical Practitioner on the day of resuming duty after the Maternity Leave. The certificate needs to be submitted to HR through her Superior/Manager.

Casual Leave can be used to extend Maternity Leave. In case Casual Leave is not available the absence is considered leave without pay. For availing such leaves associate has to intimate payroll section in writing with all necessary documents.

#### **9. LEAVE WITHOUT PAY**

Leave without Pay may be granted at the discretion of the concerned Superior for special reasons. In case of absence from work without prior sanctioned leave and no available leave credit on the associate's account, it will be considered as Leave without Pay (pay deducted from salary, which in this case is CTC). Such absence of more than 2 days may be subject to disciplinary action in accordance with the rules of the Company. In such cases Manager of respective associate is responsible to intimate HR.

#### **10. LEAVE DURING RESIGNATION**

Any balance (Unused) leave will not be eligible for encashment. Associates are requested to avail leaves during calendar year. Associates can also avail the leave during notice period provided it is approved by immediate reporting supervisor / manager.

**11. LMS-OJAS-HRMS:-** Ojas uses online Leave Management System for which all employee have access. Every employee must and should apply leave in LMS and take prior approval for all types of Leaves any unplanned leaves due to some optional emergency should be applied in the LMS as soon as you return or can have time and means to apply whichever is earlier.

No leaves are allowed or approved out of LMS at any cost.

<b>Policy Owner</b>	<b>Rashi Shrivastava</b>
<b>Policy Author</b>	<b>Rashi Shrivastava</b>
<b>Policy Approval</b>	<b>Rama Murthy Jaligama</b>
<b>Date of Approval</b>	28 <sup>th</sup> October, 2019
<b>Version</b>	1.1

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