**Leave Policy 2022**

**Office timings**

* Day Shift : 9 AM to 6:30 PM
* Night shift : 8 PM to 5:30 AM

Employees can reach office till 9:00 AM to 10:15 AM OR 8 PM to 9:15PM according to shift but they have to complete the working hours for the day (9:30 hours).

**National leaves**:-

|  |  |  |
| --- | --- | --- |
| Holidays | Date | Day |
| Republic day | 26-Jan | Wednesday |
| Independence Day | 15-Aug | Monday |
| Gandhi Jayanti | 02-Oct | Sunday |
| Diwali | 24-Oct | Monday |

**Number of leaves in a year:-**

**Important Note:-** if any employee falls under the policy in first quarter to meet 2/3/3+yr, can available benefits from starting of year(Jan.) to till end of year.

**Employee who has been associated with Sensation up-to 2 yrs. :-**

* Employees can avail 1 short leave and 1.5 leaves in a month

**Employee who has been associated with Sensation more than 3 yrs.** :-

* Employees can avail 1 short leave in a month
* Total 24 leaves in year
* 12 casual leaves and 12 Privilege leaves
* Maximum 2 leaves can be availed in a month

**Pending Privilege leaves** in the end of year will be carried forward for the first quarter of next year

**Employee who has been associated with Sensation in between 2 yrs to 3 yrs.**

* Employees can avail 1 short leave in a month
* Total 24 leaves in year
* 12 casual leaves and 12 Privilege leaves leaves
* Maximum 2 leaves can be availed in a month
* 50% of **pending Privilege leaves** in the end of year will be carried forward for the first quarter of next year.

**Minimum Working Days**:- Person needs to work for minimum working days. Thus, maximum 2 leaves can be availed (If it's not mass leave),

Minimum working days = Working Days - Leave given by company (National Holidays) - 2 leaves/5 leaves of Mass leaves taken

**Compensatory off:** This leave is granted if the person comes in office during the holidays, will be compensated as leave to be taken in the same month.

**Unplanned Leave**- Person can avail one unplanned in a quarter. It will be deducted out of casual leave balance.

**Mass Leave**: Person can avail max 5 leaves (Casual/Earned) twice in year and minimum gap should be 6 months and needs to apply before 10 working days. Mass Leave (5 days) will not be considered in case of medical emergencies.

**Unapproved leave**:

- If person avails any leave without approval via email, all leaves will be unpaid.

- If Person avails any leave before or after national holidays / mass Leave /monthly Leave without approval, all leaves will be unpaid.

**Policy during resignation period:** If any employee avails any leave before 15 days of resigning date and during resignation, those leaves will be considered as unpaid leaves and remaining leaves in the account will be destroyed.

***Leave policy can be updated/modified in-case of lock-down/work from home.***