

LEAVE POLICY

Year 2016 - 2017

experience you can trust



LEAVE POLICY 2016-2017

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This document outlines the ZealousWeb's arrangements of all forms of authorised leave that are available to team members and the procedures for applying for them.

1. P E R S P E C T I V E

Healthy, motivated and efficient team is a prerequisite of any successful company. The objective of this Leave Policy is to provide an opportunity for the team members to take breaks from work and take rest to rejuvenate from working stress, to fulfil social obligations and to motivate thereby meeting the requirement of achieving the goals of the organization & project deadlines.

2. L E A V E Y E A R A N D A P P L I C A B I L I T Y

2.1 Leave year is from **1st April 2016 to 31st March 2017**.

2.2 In order to retain experienced and quality staff, the company recognizes that staff may need to take periods of leave for personal reasons, and will facilitate this as far as possible however Leave is not a matter of right. Sanctioning of the leaves is at management discretion based on exigencies of business or the seriousness of the case.

2.3 The department head, project managers & other team members are responsible for Considering and balancing operational & individual needs when applying for leave and/or approving leave.

2.4 The different types of leaves available under the policy are:

- 2.4.1 Public Holidays (PH) - **#11**
- 2.4.2 Sick Leave (SL) - **#3**
- 2.4.3 Unpaid Leave (UL)
- 2.4.4 Privilege Leave (PL) - **#12**
- 2.4.5 Half day Leave (HL)
- 2.4.6 Weekly Off (WO) **# 76**

2.5 PL & SL is applicable for all team members of the company except members who are on probation or training period. * (Refer Point 7.4)

2.6 Team members who are appointed during the current financial year will be entitled for the leaves on a pro - rata basis for the next financial year.

3. G E N E R A L P R O C E D U R E O N A V A I L I N G L E A V E

3.1 Team Members have to first enter his leave into the Zeal Time Tracking System.

3.2 Then the respected Project Manager's will sanction the leave, and then finally the HR will further Approve it with the type of Leave i.e PL or UL or SL.

3.3 The team member will then receive the Final confirmation of Leave Approved.

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- 3.4 In case of absence because of sickness Team member has to inform their project Manager or HR via Email or Phone so that the regular operations don't get Affected.
- 3.5 The team member must ensure that their leave application (except sick leave) has been approved before commencing on leave. Failure to do so will result in Disciplinary Action.
- 3.6 In case of absence because of sickness or any sudden leave taken, Team member has to enter it into the Zeal Time Tracker leaves application, immediately on the day of resumption of duty.

4. PUBLIC HOLIDAYS (P H)

Sr. No.	Title	Date	Day
1	5 th Saturday*	30 th April 2016	Saturday
2	Rath Yatra*	06 th July 2016	Wednesday
3	Independence Day*	15 th August 2016	Monday
4	Rakshabandhan	18 th August 2016	Thursday
5	Janmashtami	25 th August 2016	Thursday
6	Dussehra	11 th October 2016	Tuesday
7	Kali Chaudash	29 th October 2016	Saturday (5th sat)
8	Diwali New Year	31 st October 2016	Monday
9	Bhai-Bij	01 st November 2016	Tuesday
10	Last Day of Year	31 st December 2016	Saturday (5th sat)
11	Dhuleti	13 th March 2017	Monday

5. SICK LEAVE (S L)

- 5.1 Each team member will be eligible for three Sick Leaves on pro-rata basis.
- 5.2 The balance SL will be paid to the team member at the end of the financial period on the basis of the current salary. If a team member to be relieved has availed more number of SL against the number of months he / she has worked, then the excess SL will be deducted during his/her final settlement.

6. UNPAID LEAVE (U L)

- 6.1 When a team member takes off from job without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as unpaid leave/leaves.
- 6.2 During the period of unpaid leave the team member is not entitled to any pay or Allowance.

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- 6.3 During the notice period by a team member who has resigned from the company, he/she is not eligible for any kind of leave during his/her notice period. If any leave is taken due to unavoidable circumstances than such leave will be treated as UL, and relieving date will be extended accordingly.

7. PRIVILEGE LEAVE (P L)

- 7.1 The year for calculation of privilege leave is from 1st April 2016 to 31st March 2017.
- 7.2 All team members are eligible for 12 days of Privilege Leave for each completed year of service. * **(Refer Point 7.4)**
- 7.3 In case of the team members joined the company during the course of previous financial year, i.e. between 1st April 2014 to 31st March 2015, Privilege Leave shall be credited on pro-rata basis. The same is applicable if the person is leaving the firm in between the financial year.
- 7.4 For the Team Members joining on or after 1st April 2016 in that case of employment team members are not eligible for any Privilege Leaves for the current financial year.
- 7.5 All the team members are expected to get their PL sanctioned at least 1 day prior to the commencement of leave by the concerned HOD. E.g. A person wants a leave on 8th March, then by 6th March evening, he/she should get his/her leave sanctioned or else the decision will be with the HOD OR Management whether to approve it or not. In case of exigencies of work, leave may be rejected.
- 7.6 The department head can also cancel the leave, once sanctioned on the situational / need basis.
- 7.7 The balance PL will be paid to the team member at the end of the financial period on the basis of the current salary. If a team member to be relieved has availed more number of PL against the number of months he / she has worked, then the excess PL will be deducted during his/her final settlement

8. HALFDAY LEAVE (H L)

- 8.1 When a team member takes off from job in less than 4 hours under certain unavoidable circumstances, then the day will be treated as Privilege Leave (In the case of non balance of PL it will be UL.)
- 8.2 When a team member takes off from job in less than 8 hours under certain unavoidable circumstances, then the day will be treated as haft day leave.

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9. WEEKLY OFF (W O)

- 9.1 Every 2nd and 4th Saturday is weekly off.
- 9.2 Every Sunday is weekly off.

10. SANDWICH LEAVE

- 10.1 Any Leaves taken before & after the dates of PH / WO, then PH / WO will be considered as whatever type of leave is taken i.e. PL or SL or UL.
- 10.2 In a sandwich, leave, we count from the beginning date to end date of leave irrespective of the fact that there is weekly offs or pre-declared holiday. * **(Refer Point 11.3)**

11. PREFIX & SUFFIX

- 11.1 Any Leaves taken before OR after the dates of PH / WO (Saturdays), then PH / WO will be considered as whatever type of leave is taken i.e. PL or SL or UL.
- 11.2 Team members are allowed maximum 3 occasions during the entire year, where they can request for exemption from Prefix and Suffix Leave which is subject to Approval of HOD.
- 11.3 Any Leave Taken Before OR After PH (**Independence Day, Diwali Vacation Period and Dhuleti** Leave) then team members are not permitted to receive exemption from Prefix and suffix leave rule, but a Sandwich Leave Rule will be applicable.

12. LEAVE ACCUMULATION

You are not entitled to carry forward the leave to next financial year, which is accumulated in the current year.

13. LEAVE ENCASHMENT

You can only encash your unutilized privileged / Sick leave balance in the month of March Each year. (The balance Leave on 31st March 2017 will be credited in the Month of May 2017.)