

LEAVE POLICY

2018

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REVISION HISTORY:

Doc. No	Prepared By	Approved By	Release Date	Changes Made
KAL_ Leave Policy 01	Mrs.Rashmi	Mrs.Janaki Bhat	July 1,2018	Initial Release
KAL_ Leave Policy 02	Mrs. Sophia Shrine	Mrs.Janaki Bhat	October 1,2019	Amendment to Clause 5. Leave Encashment
KAL_ Leave Policy 03	Mrs. Sophia Shrine	Mrs.Janaki Bhat	November 19,2019	Amendment to Clause 4.2. Sick Leave
KAL_ Leave Policy 04	Mrs. Sophia Shrine	Mr. Kubendran	March 19,2020	Amendment to Maternity Leave
KAL_ Leave Policy 05	Mrs. Sophia Shrine	Mr. Kubendran	February 10,2023	Introduced marriage leave quota
KAL_ Leave Policy 06	Mrs. Sophia Shrine	Mr. Kubendran	December 20,2023	Amendment to clause 4.1Privilege Leave. Clause 5. Leave Encashment
KAL_ Leave Policy 07	Mrs. Sophia Shrine	Mr. Kubendran	April 10,2023	Amendment to clause 4.1Privilege Leave. Clause 4.9 Restricted Holidays 5. Leave Encashment
KAL_ Leave Policy 08	Mrs. Sophia Shrine	Mr. Kubendran	September30 ,2024	Classification Done
KAL_ Leave Policy 09	Mrs. Sophia Shrine	Mr. Kubendran	December 31 ,2024	Amendment to Clause 4.2. Sick Leave

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LEAVE POLICY

1. Purpose

The objective of this policy document is to provide detailed guidelines to the employees of Kalpita Technologies and its subsidiaries on the eligibility criteria for availing the leaves in the organization.

2. Scope

This policy applies to all permanent employees of Kalpita Technologies. However, it does not apply to contract workers, subcontractors, employees under probation, project trainees, and employees outside Kalpita Technologies operations. Leave entitlement will be calculated from January to December for computation purposes.

3. Glossary

Term Definition

LOP -Loss of Pay

Calendar Year - 1st January to 31st December

4. Leave Policy

4.1 Privilege Leave

During their training and probation period, employees will be entitled to one day off per month until they are converted or promoted to confirmed/permanent employees. Leave encashment will not be eligible during the training and probation period.

All confirmed/ permanent employees are eligible for 18 days of Privilege leave including a few time off for the leave year which is the calendar year. The 18 days of Privilege leave will be granted to all confirmed/ permanent employees on a quarterly basis effective from 1st January as per the following schedule. However, the leave will be granted on a prorated basis for the confirmed/ permanent employees who join/become permanent after 15th January. The prorated leave will accrue at the rate of:

✓ 4.5 days at the end of 1st Quarter

✓ 4.5 days at the end of 2nd Quarter

✓ 4.5 days at the end of 3rd Quarter

✓ 4.5 days at the end of 4th Quarter

i. A confirmed/ permanent employee shall be eligible to avail the entire leave balance granted for the calendar year at any stage during the year. However, since the leave credit is done on a quarterly basis, any leaves availed in excess of the balance for that quarter will be adjusted against the leave granted for subsequent quarters only for that calendar year.

ii. As of 31st December, the leave balance to be carried forward to the next year will be restricted to a maximum of 45 days.

iii. For computation purposes, employees who become permanent employees on or before the 15th of each month will be entitled to the entire leave eligibility for that month, while those who become permanent employees after the 15th will be entitled to 50% of the leave eligibility for that month.

iv. Privilege leave can be availed in units of half a day and above at any given time.

v. Weekends and holidays will not be included for the purposes of calculation of Privilege leave.

4.2 Sick Leave

All confirmed/ permanent employees are eligible for 12 days of Sick Leave per year of service. The 12 days of Sick leave will be granted to all confirmed/ permanent employees in the beginning of the calendar year effective 1st January. However, the leave will be granted on a prorated basis for the confirmed/ permanent employees who join in between of the year. As on 31st December, if these leaves are not availed, leaves will be lapsed and cannot be carry forwarded to the next calendar year.

Policy elements

Our employees may be unable to perform their duties if they get sick. We offer 12 days of paid sick leave. This leave is separate from other types of leaves.

How do sick days work?

Employees may avail of sick leave in case of illness. However, it is mandatory to submit a physician's note, medical certification, or discharge summary as proof. Sick leave without the required documentation will not be considered.

Procedure

When employees want to avail their sick time, they should notify their supervisor as well as HR as soon as possible through any mode of communication. They should also inform the supervisor for how long they'll be absent (if possible). And should report back to the office with a valid medical certificate.

4.3 Maternity Leave

I. This leave is applicable to all female employees who have completed a minimum of 80 days of continuous employment in the current establishment in the last 12 months.

II. Maternity Leave can be availed for 26 weeks of which not more than six weeks shall precede the date of expected delivery.

For third child, as per Maternity amendment act, 2017, she can avail only 12 weeks maternity leave and not 26 weeks.

III. In case of a miscarriage, the employee can avail two weeks of leave with full pay immediately following the date of her miscarriage.

IV. Privilege leaves cannot be clubbed with Maternity leave.

V. Employees who are availing maternity leave are required to submit the Form D as part of statutory compliance before going on maternity leave. Form D will be available with HR.

4.4 Medical Leave

I. Medical leave benefits become effective after 90 days of continuous, regular full-time employment.

II. Employee will be entitled to medical leave only after exhausting all the Privilege leaves and sick/casual leaves in their credit.

III. Medical Leave cannot be clubbed with Maternity leave.

IV. This leave would be normally for a period, not exceeding 30 days for one calendar year.

V. This benefit requires a certificate from a licensed Physician stating that the employee is unable to perform his/her job duties and also indicating the expected length of the disability or sickness.

VI. The employee will be paid full salary during this period, after which it is at the sole discretion of the Management to decide on the extension of leave and the benefits.

4.5 Bereavement Leave

All employees will be entitled to avail bereavement leave of five working days per instance at the time of bereavement of an immediate family member. Example: Parents, in-laws, siblings, spouse and children, HR will apply on employee's behalf, post email approval from manager.

4.6 Paternity leave

1.6.1.1 Paternity leave is applicable to all male employees immediately after the birth of baby, irrespective of length of service in the company.

1.6.1.2 Employees will be entitled to avail Paternity leave of five working days.

1.6.1.3 Paternity leave benefit is restricted to two instances.

1.6.1.4 The approval process is similar to privilege leaves.

4.7 Marriage leave

The maximum number of consecutive leave days allowed for marriage is 2 weeks and must be approved by your reporting manager at least 1 month in advance. The leave will be deducted from the employee's available casual leave balance.

Leave beyond 2 weeks will be considered as LOP.

4.8 Loss of Pay

I. Employees who do not have sufficient leave and due to exigencies need leave can go on leave without pay, with the approval from their Reporting Manager for up to a period of 60 days. If the leave exceeds 60 days, then the employee can avail themselves of the leave with the approval from the Delivery Head.

II. Loss of pay is calculated on the number of days absent from work including intervening holidays and weekends.

III. The loss of pay shall be calculated based on the Fixed Salary of the employee.

4.9 Restricted Holidays

All types of employees are entitled to one restricted holiday per year of service. However, employees serving their notice period will not be eligible for this benefit.

5. Leave Encashment

i. The leave encashment is permissible to all confirmed/ permanent employees and is applicable only at the time of separation up to a **maximum of 45 days** of leave balance. Only casual leave will be considered, Sick & compensatory off leaves will not be taken into consideration.

II. The closing privilege leave balance is the prorated leave as on the separating employee's last working day.

III. For computation of encashment, the Basic salary will be considered. The unit of calculation for encashment will be 30 days in a month.

6. Leave Without Pay

If an employee has taken more Privilege leaves than allotted, the surplus leaves will be treated as leave without pay, and a deduction will be made from the monthly salary.

7. General Guidelines for Availing Leave

- i. The employee is required to submit the leave application to their designated Reporting Manager, providing the reasons for taking leave via email. The Reporting Manager will review and approve the application. If the leave application remains unapproved until the scheduled leave date, it should be communicated to the HR point of contact. Following approval by the Reporting Manager, the employee is then responsible for applying for the approved leave on HROne.
- ii. Approval for any Privilege leave exceeding 3 days must be sought at least one week in advance and must be sanctioned by the HR department prior to the commencement of the Privilege leave.
- iii. In case of unforeseen circumstances such as illness, if obtaining prior approval is not feasible, the employee is required to communicate the situation to the Reporting Manager by any mode of communication. Upon returning from leave, a formal email should be sent to the HR department. The employee is then responsible for applying for the approved leave on HROne.

Disclaimer:

These policies and disclaimers are provided for informational purposes only and is not meant to be a contract of any type. Benefits may change from time to time. Company reserves the right to change or discontinue these policies, procedures, and benefits in its sole discretion.