**LEAVE MANAGEMENT POLICY, PROCESS & GUIDELINES**

**Objective:**

The objective of this is to give provision to the employees to balance their personal as well as professional life. This Company HR Leave Policy sample is also meant to fulfill the statutory requirement regarding leave and holidays.

**Purpose:**

The purpose of leave policy for employees is to lay guidelines regarding when to avail leave and the process to take leave with pay, leave without pay, Leave of absence policy and so on

**Eligibility:**

The Leave policy is applicable to all the full-time employees of the company subjected to project, client-site, type of employment.

**Type of Leaves**

1. **Earned Leaves/Privileged Leaves/Annual Leaves:**

We understand you need to unwind for working hard. These leaves are provided for planned long leaves for travel/ function etc. Such leaves which the employees earn for having worked in the Company for a specified number of days. Any confirmed employee is entitled for 15 earn leaves in accrued manner. It requires prior approval from the Managers/Employer except in cases of emergency. Leaves can be carried forward up to 5 or Less in the calendar year, employees can keep a balance up to 30, anything more will be lapsed. Encashment will happen only on Exit.

Earn leave Specifications:

* An employee who joins or leaves the Company during the calendar year (January to December) is entitled to a prorated number of leaves as per date of joining/leaving the Company.
* Employees are not eligible for Earned leave during the Probation and Notice Period.
* Leave Accretion - leave will accrue at the rate of 1.25 Leave per month, this will add in the leave balance once month is completed.
* Any employee will receive any accretion if they are in LWP period. If the employee joins back before 15th of the month accretion of the month will be added. If the employee joins after 15th of the month, then no accretion will be added.
* In case an employee combines annual leave with a weekly off and/or National/festive holiday, the weekly off/holiday will not be counted as part of the annual leave.

1. **Casual Leaves:**

These are the leaves for short duration for any unforeseen circumstances when an employee is required to go for a leave for one or two days. You can take a maximum of 6 days of casual leave in a year. Such leaves are neither carried forward nor encashed. They will lapse automatically. They cannot be appended with any other kind of leave.

1. **Sick leave:**

We understand that there may be a need for days when an employee is ill or sick to work or not in state to come to the office for work. The employee availing sick leave must inform their Manager before the Employee is scheduled to start work that day. Any sick time taken in excess of Employee’s can be availed from casual leave on prior approval. Such leaves are neither carried forward nor encashed. They will lapse automatically at the end of the calendar year.

1. **Half day:**

In case you need to work for less hours on a particular day. It will take half a day. However, you need to log the requisite number of hours in a week to compensate for the same. Any employee working less than 7 Hour and more than 4.5 Hours a day will be taken as Half Day.

1. **Maternity Leave:**

This provision is especially available for those women employees having a baby. Even adoptive mothers can avail this leave. A detailed policy is listed in guidelines.

1. **Paternity Leave:**

All male employees are entitled to pay paternity leave of 15 working days for childbirth or adoption within 6 months from the date of childbirth or adoption date. Paternity leave can be availed only twice during the entire lifetime by an employee for childbirth or adoption. Employee is free to apply/use these category in pieces through an year from baby's birth (Doctor’s appointment and other baby duties). Please note, the new father must inform HR via mail/message/whatsapp about baby’s arrival.

1. **Bereavement Leave**

All employees are eligible for this leave. Entitled for 5 days once a year for any demise of a member from immediate family. “Immediate family members” are defined as an employee’s spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. All regular, full-time employees may take up to 1 day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins).

1. **Sabbatical Leave:**

The Employees are eligible for Sabbatical, availed as per the project requirements, need for the mentioned leave, at the discretion of the Manager, consideration of client’s service needs, office operations and any such other factor impacting business. There can be instances where such leaves cannot be granted due to client service or business needs. For more clarity, please reach out to the HR Department.

1. **Leave Without Pay:**

Employees are entitled to leave without Pay, only when they exhausted their entitled leave balance. They have to provide management with a legitimate/Medical reason for availing such leaves. Only after proper investigation, the leaves may be taken into consideration.

To apply for such leaves, the employee must first exhaust the accrued leaves.

During the period of Leave without pay, the Employee will not receive any compensation but will not continue to be eligible for all other benefits. In addition, the employee on the Leave without pay will not earn any credit for the unpaid personal leave. In case such unpaid leaves extend for more than 30 calendar days, it will be considered as Leave of Absence, wherein the employees will not be eligible for any benefits except insurance,This is subjective to project requirement.

At the end of 30 calendar days OR approved Leave period of the Leave without pay, if the employee does not return to work upon the completion of the leave, he/she shall be considered to have voluntarily resigned as of the last day of the work unless the employee has obtained approval for availing leave of Absence. Employees will not be paid for National Festivals/Holidays that occur during his/her Leave without pay period. The Employee must seek approval from their Manager before availing Leave without pay.

1. **Compensatory Leave:**

The compensation leaves are granted to an employee in lieu of working on National Holidays and not on Weekends.

In consonance with the National and Festival Holidays Act, the employees will be paid as per calendar year of such holidays. This will be as per pre-published holiday calendar. These will necessarily include 3 National holidays on 26 January, 15 August and 2 October. [**(Leaves Calendar)**.](https://docs.google.com/spreadsheets/d/1xktBUazH6D0i5FanhmhTKfhzsk15BogKVtoFlE_gQ8Q/edit?usp=sharing) Employees have to inform HR about the compensatory Off same day or a day before. If an employee has to work on Weekends or any other public holiday, then employees have to provide approval of the Manager along with Clients’ request for working. Compensatory leave must be availed within 1 months and it cannot be accumulated or encashed. [**Form Link**](https://docs.google.com/forms/d/e/1FAIpQLSedsQ_NqkJDqK8oAtshy53NPmlQNd37ozU3iVZuD_WBlEz4Tg/viewform?usp=sf_link)

Type of Leaves (Chart Format)

| **Category** | **Earned Leaves** | **Casual Leaves** | **Sick Leaves** | **Maternity Leaves** | **Paternity Leave** | **Bereavement Leave** | **Compensation Leave** | **Calendar Holidays** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Usage** | For personal Time-off | For Emergency/ Adhoc Purpose | For Medical Use | For women in Family Way or in case of miscarriage | For Men in Family Way | For Any demise | For Personal Time-Off | Region Specific Calendar will be shared at the Last week of the Year |
| **Nature** | Paid Time-Off | Paid Time-Off | Paid Time-Off | Paid Time-Off |  |  | Paid Time-Off |
| **Number of Days Annually** | 15 Days | - 6 Days  - 1 Day Leave per Month for Interns | 6 Days | 180 Days | 15 Days | 3 Days | Working on National Holidays |
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| **Eligibility** | - Not To be availed in Probation & Notice Period  - Not applicable for Interns | Not to be availed in Notice Period | Applicable to all | Applicable to all female employees, worked for a period of 80 days in continuity | Applicable to all male employees  Not to be availed during notice period | For All confirmed employees | - All Employees in Project  - Client's Request Note Along with Manager's Approval mandatory to work on these days |
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| **Application Rules** | - Accrued every Month @ 1.25 Leaves Per Month  - 7 Days notice required upto 2 leaves.  - 2 weeks of Prior notice required for availing 3+ leaves  - Carried forward only up to 3 Earn Leaves.  Can keep a balance of 30 days of leave balance only until Exit | - Leave request made in 6 days or less.  - .5 Day Earned per month, unused will collapse at the end of 31 December | - Can avail only 2 continuous Sick Leaves  - In case of more than 2 Sick Leaves, approved only on submission of valid Medical Documents  - Ensure to inform your RM through any means possible on the same day. | - Female employees with less than two surviving children  - Can be availed till two instances only | - Male Employees with less than two surviving children  - Can be availed till two instances only | Can Avail once a year. Doe not carry forward | - One-week Notice required for swapping working days along with approval.  - Leaves will be valid for 1 months.  - 1 Comp-Off and 1 Day's Pay OR 2 comp-off for Working on 26th Jan, 15th Aug and 2nd Oct. Only 1 Comp-off for weekends working.(as per payroll team decision)  - Employees have to inform HR about the compensatory Off same day or a day before. |
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| **Carry Forward** | Yes, 3 Leaves Each Year, till 30 Days Leave Balance | No | No | No | No | No | No, valid for 30 days |
| **Encashment** | Yes, calculated on Basic Pay only on Exit. | No | No | No | No | No | No |

**Leaves in Probation:**

The probation period allows both employee and employer to see if they are a 'good fit'. The period is ideally for training and learning. Any leave is not encouraged in the probation Period as we would recommend to provide as much as time on learning and training. However, emergency cases will be taken under consideration. Once an employee is confirmed, accumulated leaves in the Probation Period will be updated in the Employee's Leave Account.

If the employee has worked as an intern for six months in the company and is reappointed as employee then he will be eligible for PTO from the start of his employee tenure.

**Leaves in Notice Period**:

While Serving Notice Period Employee is not eligible for any Leaves. The Incumbent is expected to process the Knowledge Transition Process smoothly.

If an employee has resigned, any leaves applied shall be rescinded

**Leave Application Process:**

All applications will only be considered through leave application form available in Intranet.

**LEAVE POLICY POINTS TO BE NOTED:**

* All applications will only be considered through leave application form available in Intranet.
* Leaves must be applied for and approved by your team leader/management keeping HR informed.
* Earned leaves , Casual Leaves and Sick leaves can’t be combined for long holidays while applying.
* Leaves without Information will be counted as unpaid plus deduction of paid leave too along with Disciplinary Warning.
* Company is not liable to pay balance of the Paid Leaves if the Employee is leaving/terminated within one year.
* Casual Leaves and Sick Leaves are applicable once the employee completes the Probation Period.
* Leave Accretion - leave will accrue at the rate of 1.25 Leave per month, this will add in the leave balance once month is completed.
* Any employee will receive any accretion if they are in LWP period. If the employee joins back before 15th of the month, accretion of the month will be added. If the employee joins after 15th of month, then no accretion will be added.
* Compensation Leaves will be only considered along with mentioned approvals.
* Employees can take a maximum of 6 Earned leaves per Quarter. Exceptions will be considered on a case-to-case basis.
* Employees can avail only 2 Sick Leaves in continuation. Any continuation of the sick leave during the same period/quarter will be approved after submission of necessary medical documents such as doctor’s prescription, admission papers if required. Any leave in absence of Medical Documents and approval shall be considered as Leave without Pay.
* If the employee exhausts all sick leave, then they can avail earn/casual leave balance in lieu of submitting a medical certificate even for one day.
* All leaves, but Sick Leaves, will be inactive on Resignation.
* Maternity leave is applicable to all female employees working for a minimum period of 26 weeks, with less than two surviving children.
* Paternity leave is applicable to all male employees with less than two surviving children.
* Employees have to provide valid medical documents to avail Maternity or Paternity Leave.

**WORK FROM HOME REQUIREMENTS**

* Employees need to have a work from home system to include their assigned company laptop, headphones and fast Broadband. This is the employee’s responsibility, and the company is not liable to bear any cost. Please refer to the IT policy for clear instructions on asset management in WFH.
* Employees need to provide 8 consecutive working hours to the Company excluding Lunch.
* Employees will be allowed a 20-60-minute lunch break
* TeleWorkr is used to identify login/out time and break time. Employees have to be logged in at TeleWorkr until they are working. For any technical assistance, please connect to the HR Team.
* Any misconduct on login/out and break time will result in discontinuation of WFH for the following one year.

**MATERNITY, ADOPTION AND EXCEPTIONAL CIRCUMSTANCES:**

* All women employees are entitled to pay maternity leave of 26 weeks. Maternity leave can be only availed twice during the entire lifetime by an employee for childbirth or adoption. The leave period may start upto maximum of 8 (eight) weeks prior to the expected date of delivery. For women who are having more than 2 children, the duration of paid maternity leave shall be 26 weeks.
* In case of adoption, the employee shall be entitled to 26 Weeks of Maternity Leave, starting from the date of adoption.
* In exceptional circumstances, post maternity leave of 26 Weeks, a woman suffering from illness arising out of delivery, premature birth of the child, medical termination of pregnancy or tubectomy will be entitled to an additional paid leave for a maximum period of one month upon providing the required medical documents in support.
* In case of miscarriage, a woman shall, on production of such proof as may be prescribed, be entitled to paid leave for a period of 6 weeks immediately following the day of her miscarriage.
* Maternity leave can be combined with Earned leave (if available) and can be availed only after due approval of the Manager and HR.
* In general, [**The Parental - Maternity/Paternity Leave Policy**](https://docs.google.com/document/d/1cU7ep_Ah28UFQNHOu3v6aD-ABylbvZ1n/edit?usp=sharing&ouid=113951253403549357230&rtpof=true&sd=true) will be governed by the Maternity Benefits Act, 1961 in conjunction with the Maternity Benefit (Amendment) Act, 2017.

**GUIDELINES:**

* All absences, except emergencies like sickness, should be planned, informed and approved by the immediate reporting Manager well in advance. An advance notice to the Manager should at least be double the duration of the leave period. E.g. A two-day leave period on Thursday (starting) should be informed and approved by the Manager at least four days in advance in this case Monday.
* HR will conduct periodic review (at least once in every quarter) of attendance data and any unapproved absence for an employee will be processed as Leave without pay in the immediate next payroll.
* The company may provide additional leave support to employees during sickness.
* All unplanned leave arising out of sickness, emergency or any other reason must be reported at least an hour before the reporting time of the office on the first day of absence by informing the Manager and communicating the reason of absence along with the probable date of return to work.
* Leave cannot be taken during probation and while serving the notice period.
* However, exceptions to this rule must be discussed and agreed between the employees and the Manager and further approved by the HR.
* Employees must first avail accrued annual leave before applying for Leave without pay.
* Earned leave will not accrue while an employee is on Leave without pay.
* During any unauthorised leave period, insurance cover will continue as per entitlement. However, the continuity of insurance coverage should be discussed and agreed with HR in case of long term Leave without pay. During Leave without pay period, the PF account remains as is with the Company, without any contribution for such period. The company shall have the right to extend special employment terms like lock-in period, payout timelines, and payment of incentives etc. by the duration of Leave without pay. If the Leave without pay is, over 6 months will not be considered for calculation of Gratuity payout.
* DLT shall have the right to seek and enforce return of Company assets like laptop, concerned accessories, access card, or any other asset, if the leave duration is greater than 6 months.