

Leave Process:

Approved leaves -

Employee who requires to take one day leave should inform his/her Reporting Person and HR Department through online application from www.onsinteractive.com before the period of one day at least and get it approved from Reporting Person and

incase two days leave is to be taken then the reporting person and HR should be informed two days prior the leave and accordingly three days prior information for the off period of three days and so on at least.

In case more than two employees are taking off the same day from the same department then the leave for third employee onwards may be canceled or may be adjusted as per the convenience and feasibility or else leave would be adjusted in the coming working days rather than the same days that of the others fetching leave.

You need to inform your reporting person at least one day prior for half day leave as well.

Festival Leave - Leave Applications should be send 15 days in advance at least.

Before you go for leave, ensure to get it approved by your Team Leader/Reporting Manager.

Unapproved Leaves –

Leaves taken without any information or leave approval will be considered as “Leave without notice” and will result in loss of pay for the 2 days.

Emergency Leave –

In case of emergency, if you need to take leave the same day, give a call to Reporting Manager or HR and give information with reason about your absence **before your office timing starts.**

If Reporting Manager is informed about the absence, it is RM's responsibility to inform the same to HR and viceversa.

Late Comings & Leaves -

Late coming & leave informations should be given to HR before 11am.

HR Contact No. 9958180495

All of you are requested to keep your respective Team Leader or Reporting Manager's contact no. with you.

Policy Statement & Objective -

Leaves are provided to meet some social emergencies and for managing stress. Leaves cannot be availed as a matter of right:

At ONS Interactive Solutions:

Earned Leaves: 12 annually (not applicable during probation)

National Holidays: 8 annually

Restricted Leaves: 3 annually

Guidelines for taking leave.

Leaves cannot be claimed as a matter of right.

Leave eligibility would be on the financial year basis.

Leave sanctioning authority has the full discretion to refuse, revoke or curtail the leave when required.

All leaves will be granted keeping in view exigencies of Company work and will be at the sole discretion of the Company.

Information for the leave does not mean the approval.

It is strongly recommended to get the leave/s approved before proceeding for it.

Deviations with respect to availing leave can be permitted in case of exigency (Marriage, Death or Birth) jointly only by Human Resources Manager and CEO on recommendation of Department Manager. (The total eligibility quantum, however, cannot be exceeded). Leave applied afterwards but not sanctioned will be considered as absent.

Leaves taken without the leave approval will be considered as “Leave without notice” and will result in loss of pay for the 2 days.

For members who join in the middle of the leave year, eligibility would be calculated on a prorated basis.

An employee proceeding on leave shall properly hand over the charge of work to his/her reporting authority or to the employee who has been identified by the reporting authority to take over his/her duties during his/her absence. Also mention the contact number, at which you will be available during your leave.

Earned Leaves (Encashment applicable only on completion of 1 year of services or During Separation after completion of 1 year.)

Employees are eligible for getting 1 Earned Leave for 1 month and 3 Restricted Leaves a year. (Not applicable during probation.)

Earned Leave is calculated on financial year basis i.e. from April 1st to March 31st of every year.

An Employee will be entitled for 12 working days Earned Leave and 3 Restricted Leaves in a year, which can be encashed at the yearend if any balance remains.

Deviations with respect to availing leave can be permitted in case of exigency (Marriage, Death or Birth) jointly only by Human Resources Manager and CEO on recommendation of Department Manager. (The total eligibility quantum, however, cannot be exceeded).

12 days leaves credited for the year can be carried forward to the next year; maximum limit of accumulating leaves is 36 days.

An employee proceeding on leave shall properly hand over the charge of work to his/her reporting authority or to the employee who has been identified by the reporting authority to take over his/her duties during his/her absence.

If the employee remains absent beyond the period of leave originally granted or subsequently extended with approval, for a period exceeding ten consecutive days, he shall be considered as having voluntarily abandoned his employment and left the services of the Company without due notice with effect from the date of his absence.

The management will strike off such employee's name from the rolls of the Company without serving any notice after the expiry of ten consecutive days beyond the approved period of leave.

The above condition shall also apply when an employee remains absent without prior sanction of leave.

Note Leave Rules as formulated by the Company from time to time and intimated to all employees will apply. Management reserves right to grant any leave due or not due.