

## 2. Leave Policy

Modified by : Jasmeet Kaur on 30 Nov 2023, 12:52 PM

### A) Emergency Leave

To take emergency leave, a VONGle must:

- A.1.) Inform the **Department Lead, HRBP, or Team Lead** of the nature and duration of the emergency.
- A.2.) Apply for leave via the leave application form, provided to you by your respective HRBP.
- A.3.) Announce in the '**We Are D VONGles of #VONG**' Whatsapp group about their unavailability
- A.4.) Hand over the responsibilities (to be handled during their absence) to someone from their department to the best of their ability at the earliest. This handover is to be shared in the department WhatsApp group as well as the Intranet feed.
- A.5.) Keep the **Team Lead and Department Lead** informed of delays in joining at least **every two days**
- A.6.) Announce their return in the '**We Are D VONGles of #VONG**' Whatsapp group.

### B) Planned Leave

To take planned leave, a VONGle must

- B.1.) Apply for leave via the **leave application form**, provided to you by your respective HRBP.
- B.2.) Ensure that the **Department Lead or Operational Director** approves this at least **7 days** before the leave. A minimum of **3 days** of notice is essential, otherwise leave will not be approved.
- B.3.) Plan and hand over the responsibilities in a **documented manner** for the leave period.
- B.4.) Share the leave details with the other VONGles that they are working with.
- B.5.) Announce the **name of the person** and the **duration of the leave** in the '**We Are D VONGles of #VONG**' Whatsapp Group.
- B.6.) Announce their return in the '**We Are D VONGles of #VONG**' Whatsapp group

**Note:** Planned Leaves should be Informed to HR at least 8 days before the leave. Any Negligence in informing about the leaves will affect the leave approval, LOR, and Experience Letter or you may also get Terminated.

### C) Deemed Leave due to low contribution

- C.1.) If any Vongle is contributing less than 1 hour in a day, then the day would be considered as leave.

### D) Optional Leaves

- D.1.) You need to communicate to your respective HRBP through the optional leave form, in the first week of joining, the days on which you will opt for optional leave. Every VONGle is allowed to take four optional leaves in their tenure of six months.

The list of holidays is attached in the link given below. Kindly select your optional leave days wisely as it cannot be changed later.

<https://docs.google.com/spreadsheets/d/1KGVvalKqQ8NhVbiRU8Xx65Ut7M6pMxrFGZ0Vu44bzxE/edit?usp=sharing>

D.2.) Plan and hand over the responsibilities in a documented manner for that day and announce the name of the person responsible for taking your handovers, in the 'We Are D VONGles of #VONG' Whatsapp Group atleast a day prior prior to the optional leave.

## E) Extension of Internship Term Due to Leaves

E.1.) Up to 4 leaves a month will be considered without any extension of the **Internship Term and Effect on LOR**.

E.2.) More than 4 leaves a month, the internship itself may be **terminated** unless the leave approval is taken in **advance or after the fact**. In such cases, the term of the internship will be suitably adjusted to take care of the leave period. No. of extra leaves will be added to the last working day, eg – 5 leaves in a month so (5-4=1). so the last working day of the Vongle will increase by 1 day.

E.3.) In case of **more than 4 leaves** in a month, **without any genuine reason**, there may be an adverse impact on the **Letter of Recommendation** as well as the **performance reviews**

## F) Sabbatical Leave policy

- **Objective:** A sabbatical leave will be granted only for exams, and the exam schedule and date sheet should be shared beforehand with the respective HRBP.
- **Approval Process:** Interns must discuss and obtain **approval** from operational directors before proceeding with a sabbatical. If any VONGle leaves without approval, it might lead to **termination**.
- **Duration:** Sabbatical leave can range from a minimum of **10 days to a maximum of one month**
- **Sabbatical Leave Form:** To initiate the request, interns must complete the Sabbatical Leave Form provided by HRBP.
- **Example Scenario:** As an illustration, an intern may take a sabbatical to focus on final semester exams, ensuring dedicated time for academic commitments.