

Company ABC – Leave & Work from Office (WFO) Policy

Version: July 2025

Applies to: All Full-Time Employees (Bands L1 to L5, across all teams)

1. Purpose & Philosophy

Company ABC believes that employee well-being is foundational to high performance. This policy is designed to provide employees with clarity on:

- Leave entitlements and types
- Guidelines for applying, tracking, and managing leaves
- Expectations on work from office (WFO) across functions
- Hybrid flexibility and behavioral norms while remote

The policy promotes **trust, autonomy, and accountability**—balancing personal flexibility with operational discipline.

2. Band-wise Leave Entitlement Matrix

Band	Total Leave Days	Earned Leave	Sick Leave	Casual Leave	WFH Eligibility	WFO Minimum Days
L1	12	6	4	2	Limited	4/week
L2	15	8	5	2	Partial	3–4/week
L3	18	10	6	2	Yes	3/week
L4	20	12	6	2	Yes	2–3/week
L5	Unlimited (with approval)	NA	NA	NA	Full Flex	0–2/week (optional)

Leave resets annually on January 1st. Unused leave can be carried forward (max 10 days), but not encashed unless exiting the company.

3. Types of Leave Explained

- **Earned Leave (EL):** Planned leave for personal travel, family time, or rest. Must be applied ≥ 3 working days in advance.
 - **Sick Leave (SL):** For illness or medical emergencies. Can be taken without prior approval. Medical certificate needed if > 2 days.
 - **Casual Leave (CL):** For unforeseen situations (e.g., urgent home repairs, school events). Capped at 2 consecutive days.
 - **Maternity/Paternity Leave:** As per government norms. Additional flex may be granted upon request.
 - **Special Leave:** Bereavement, jury duty, or civic obligations (on approval).
 - **Leave Without Pay (LWP):** Must be approved by both reporting manager and HRBP.
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4. Leave Application Process

1. Log into the HRMS portal.
2. Select leave type, date range, and reason.
3. Confirm manager notification.
4. Track approval status. HR will follow-up for SL documentation if applicable.
5. Team calendar auto-updated on approval.

Emergency leave? Inform manager via Slack or phone. HR will regularize it post facto.

5. Work From Office (WFO) Expectations by Team

Team	Minimum WFO Days	WFO Days Suggested	Remote Work Notes
Engineering	3/week	Mon, Tue, Thu	Sprint reviews must be in-office
Sales	4–5/week	Field visits + office	Remote only with RSM approval
HR	4/week	Mon–Thu	In-office mandatory during onboarding
Finance	3/week	Tue, Wed, Fri	Fully in-office during month-end
Ops/Support	5/week	All weekdays	WFH not permitted except in emergencies



6. WFH Infrastructure & Support

- **WFH Setup Grant:** One-time Rs. 5,000 reimbursement for ergonomic setup (for L3 and above)
 - **Monthly Internet Stipend:** Rs. 1,000/month reimbursed for hybrid-eligible roles
 - **Laptop & Device Policy:** Company-issued laptops are mandatory for WFH. VPN login required.
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7. Employee Code of Conduct While Remote

Even when working from home, employees are expected to:

- Be available during official working hours (10 AM – 6 PM)
 - Attend stand-ups, sprint reviews, and client calls with camera ON
 - Respond to Slack and email within 30–60 mins (unless in focus time)
 - Maintain professional attire during meetings
 - Avoid working from cafes or public spaces without headphones
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8. DOs & DON'Ts – Employee Handbook Style

DOs

- Plan leaves in advance to avoid team disruption
- Update Slack status and HRMS while on leave
- Use “Focus Time” slots for deep work and set boundaries
- Keep your calendar updated for hybrid/in-office days
- Block travel/commute buffers if WFO

DON'Ts

- Do not ghost during work hours (even remotely)
 - Don't apply for leave retroactively unless it was an emergency
 - Avoid misusing casual leave for vacation
 - Don't bypass approval process or mark WFH without prior intimation
 - No “working from vacation” without explicit approval
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9. Policy Violations

Violations of the leave or WFO policy may result in:

- Leave deduction from future entitlement
 - Performance warning for repeated absenteeism
 - Escalation to HRBP and skip-levels for continued non-compliance
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10. Review & Exceptions

This policy will be reviewed **annually** or when major operational changes occur.

Exceptions may be granted only via:

- **Approval from Reporting Manager**, and
 - **Written acknowledgment from HR Business Partner**
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11. Final Notes

- All policy queries should be directed to **peopleops@companyabc.com**
- Managers are empowered to **define additional team norms** if aligned with this policy
- Updated versions will be published on the **HRMS and Employee Wiki**