

Leave Policy

Date of Issue: 16 Aug 2018
Effective Date: 1 Sept 2018

Document Owner: HR Department
Approved By: CEO

1. Objective

The objective of this policy is to encourage work-life balance and describe the number of leave that an employee is entitled to, in a calendar year.

2. Scope

The policy is applicable to all the employees of Property Pistol Realty Pvt Ltd (hereinafter referred to as "The Company").

For the purpose of this policy; the people who are on the employment rolls of The Company, on the day this policy comes into effect and employed thereafter, shall be deemed to be "employees".

3. Entitlement

All confirmed employees of the company will be entitled to 12 Privilege Leaves and 7 Casual or Sick leaves per year

4. Type of leaves

a) Privilege Leaves

- All employees are entitled to 12 Privilege Leaves during a calendar year.
- The leaves shall be calculated basis calendar year. (January to December)
- Employees who join the Company after 1st January will be eligible for leaves on pro-rata basis. Similarly, in case of employee exiting in the middle of the year, the count of eligible leaves shall be done on pro-rata basis.
- Availing of Privilege Leaves should be planned by the employee well in advance and communicated to their respective superiors / Manager. Prior approval is mandatory.
- Intervening holidays / weekly off will not be counted as leaves.
- Employee on probation are not Eligible for Privilege Leave. Post completion of probation period the Privilege Leave will be credited for the period of probation.
- Privilege Leaves will be calculated on the salary of the employee. The salary per day will be arrived at by dividing the salary by 30.
- Unutilized Privilege Leaves as on 31st Dec will be lapsed.

b) Casual Leaves / Sick Leaves

- For special or unforeseen circumstance and ill health.
- All confirmed employee will be Eligible for 7 Sick Leaves or Casual Leaves on a pro-rate basis.
- Casual leave is allowed for only one day at a time.
- Sick Leaves for more than 1-day to be supported by adequate medical proofs.
- During probation period, employee can avail sick leave by submitting adequate medical proofs.
- Unutilized Casual Leaves / Sick Leaves as on 31st Dec will be lapsed.

c) Leave Without Pay

- An employee can apply for Leave Without Pay, if there is insufficient / negative / no leave balance in his leave account, with approval from the Reporting Manager and HOD.

General Guidelines

- All absence from work should be updated on HRMS Tool by employee pre or post absence as the case may be.
- Reporting Manager should approve/cancel the leave requests of their team members before the leave dates on HRMS.
- Employees who do not have access to HRMS should update their absences in their account through admin or HR executive.
- Half day leave means minimum of 4 working hours excluding lunch break.
- Any holiday or weekly off preceding / succeeding / falling in between the leave period shall not be included for calculation of leaves.
- During the probation period, Leaves will be accrued to the employee but can be availed only after confirmation.
- Overstay beyond the sanctioned leave shall be treated as leave without pay and may also call for disciplinary action unless the concerned employee extends the approval by the Department Head and gets it approved before the expiry of the earlier leave.
- Employee who remains absent without prior permission for more than three consecutive working days, can be deemed to have abandoned the service and can be terminated on disciplinary grounds without notice.

Deviations / Exceptions

- Any deviations from this policy require approval from the functional Head of the Department and the Authorized Director of the company.
- The company reserves the right to modify or terminate this policy without prior notice