

Guidelines for Leave Policy: - A Company HR Leave Policy for Employees

- Leave cannot be claimed as a matter of right. Any kind of leave can be granted or refused depending upon the business demands. Leave of absence from work without proper approval will call for disciplinary action. Leave meaning is to go away for something for a short period.
- The calendar year leave is from January- December 2023 (Calendar year)
- All leaves should be applied to the Reporting Manager keeping the HR team in the loop before proceeding on leave. In case of emergency when leave cannot be applied in advance, telephonic intimation to the immediate reporting manager should be done and later followed by email communication
- Leaves will be credited to the employee's account per month 1.5 in his/her leave balance. For existing employees carried forward, the maximum 6 EL (Earned leave) balance from the previous year will be updated in the month of January.
- Employees will be eligible for all Leaves only after completion of the probationary period. On confirmation leave for the period of probation will be credited to the employee's account.
- An employee must utilize 18 leaves during a year. It should be 6 EL, 6 SL, and 6 CL. It is meant to fulfil the objective of maintaining a work-life balance.
- Sandwich Leave Policy - It is kind of leave policy in which a company deducts leaves of an employee for week offs if that employee applies leave the day after and before the week offs. For e.g. - If you have week offs on Saturday and Sunday and you apply leave for Friday and Monday. Then the week offs will be considered as leaves, thus total of 4 leaves will be deducted from your account instead of 2.
- A Maximum of 6 earned leave can be carried forward to next year.
- The employee may apply for leave depending upon their leave balance.
- An employee shall not proceed on leave unless leave has been approved by reporting manager.
- If an employee is absent continuously for 7 days beyond sanctioned leave with no information, in this case, the employee shall be considered to have left his/her employment on one's free will. HR will take action in this case. A First Warning Letter will be issued to the employee if he/she does not return within 7 days of the expiry of sanctioned leave. If no response from the employee within 3 days of issuance of 1st warning letter, 2nd warning letter will be issued. If there is still no response from the said employee final termination letter will be issued 3 days after the issuance of 2nd warning letter.
- In case of prolonged illness or leave of absence from work, an employee is supposed to inform the immediate reporting manager at regular intervals about their condition and the most probable date of return. In absence of any communication from employees, serious action can be taken by the company.
- Leave without approval will be considered as leave without pay.
- Weekends and any holiday lying between the sanctioned leave periods will be excluded and not be counted as a leave-in case of casual and earned leave. Leave for the coming year cannot be availed in the current year.
- In case of planned leave it is the employee's responsibility to apply for leave in advance, however, in case of unplanned leave employee must regularize leave within 2 days of resuming duty.

Types of Leave

There are different types of Leaves given and listed in the Company HR Annual Leave Policy. The leaves can be categorized as Annual Paid Leave or Unpaid Leave. Some leave that is approved and granted to an employee basis availability of leave balance are Earned leave.

However unpaid leave or leave without pay can be availed by an employee at the time of emergency and when no leave balance is left.

- Casual Leave
- Earned Leave
- Sick Leave
- Compensatory off (This can be applied only based on business & management decision)

Casual & Sick Level

- Continues maximum 3 days of casual leave can be availed by an employee.
- Casual & Sick leave is paid leave.
- Casual & Sick Leave can be taken for a minimum half-day and a maximum of 3 days in a month.
- Leave for more than 4 days can be taken as earned leave.
- Casual & Sick leave cannot be carried forward to next year.
- Casual & Sick leave cannot be clubbed with earned leave or any other type of leave.
- Casual & Sick leave should be applied one day in advance and a week in advance when it is applied for more than 2 days.
- Casual & Sick leave not availed during the year will lapse at the end of the year.

Process for Earned Leave

The employee must apply for earned leave 15 days in advance. Once applied, a notification will reach the immediate reporting manager. Once approved leave notification will reach the employee and HR. Leave balance after will be deducted from leave balance. Continues maximum 6 Earned leaves can be availed by an employee at a time.

The process to avail compensatory loss

Approval of senior management is a must for compensatory off. An employee who has worked on national/festival/declared off day can avail leave instead of work done on above mentioned days. The day employee is taking compensatory off he/she must inform the immediate reporting manager, once approved, it is the immediate manager's responsibility to inform HR about the same.

Leave of absence policy: The leave of absence policy is defined as an unpaid duly approved absence from work for a limited period for medical or personal reasons.

Process of leave of absence policy:

Medical reasons: A request for leave of absence from work must be raised to your Reporting Manager keeping the HR Team in a loop. The request will reach the immediate supervisor and Head of the department for approval. An employee is supposed to take approval from Leave of absence from work at least 20 days in advance when the need for leave is foreseeable. In case of leave of absence from work due to medical reasons, a certificate from the physician needs to be submitted to HR. **Personal reason:** An employee can apply for a Leave of absence from work when in need due to some unforeseen reasons. The maximum days of leave of absence can be applied for six weeks

Cancellation of leave

Approved leave can be cancelled depending upon the business demand.

Leave once cancelled by reporting manager an automatic notification will reach the employee and the HR.

Leave balance will be updated accordingly by HR

Extension of leave

In case of extension of leave due to any unforeseen circumstances, the employee must inform reporting manager in Advance; once the extension of leave is approved by reporting manager it is the manager's duty to inform HR. This is the case when leave extension has been told verbally or over the phone and followed email communication is to be shared to reporting manager along with HR team

The extended leave must be applied to your Reporting Manager keeping the HR Team in a loop in case of a planned extension so that both the reporting manager and HR are informed automatically.

- Leave balance is updated by Human Resource Team.
- In case an employee overstay without approval it will be treated as an absence from duty and disciplinary action will be taken against the employee.
- Leave extended without permission will be treated as loss of pay

- Leave calculation on resignation/termination
- An employee is not eligible to take any Leaves in the Notice period. If in any case He/she takes leaves while serving notice period then the notice period shall be extended according to the number of days of absenteeism
- In case the employee has resigned from the services or on termination of employee Earned leave will not be encased.

Revision of the policy

The company reserves the right to revise, modify any or all clauses of this policy depending upon the demand of business.

Early/Late Log-Out/in Leave- In case of emergency only 30 minutes of early log-out/Late in will be allowed twice in a Month. For Which Employee has to take approval from their respective immediate reporting managers. If in case there Will be more than 30.

Leave Policy during Notice period- During the notice period if an employee apply for a leave in case of emergency then it Will be consider as a loss of pay or employee has to extend their notice period.

Explanation of Leave policy

The corporate HR department will be the sole authority to interpret the content of this policy.

For any further questions, please feel free to connect at hr@archesoftronix.com & hrindia@reynasolutions.com.

Thank You
