

Title	Leave Policy Document
Version	V3.0
Description	<b>Guidelines for applying for leave within Haqdarshak</b>
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Date Created	March, 2021
Maintained By	Sharmil Avachat

Version	Modified By	Date Modified	Modifications Made	Effective
1.0	Sharmil Avachat	April, 2017	Introduction of Leave Policy	
1.1	Sharmil Avachat	May 2019	Addendum	
2.0	Gayathri Shanmugam	April 2021	Introducing types of leaves, concept of carry forward, scope change to include fellows	April 2021
2.1	Sharmil Avachat	April 2022	Change of few norms, and accrual guidelines; introduction of Paternity Leave	April 2022
3.1	Victor Lopes	April 2023	Changes in the leave entitlement	April 2023

## LEAVE POLICY - HAQDARSHAK

### Policy brief and purpose

The purpose of leave policy for employees is to lay guidelines regarding types of leave that we have designed and the process of availing different types of leaves through the HRMS tool.

### Scope

This policy applies to all full time employees of Haqdarshak including employees who are serving probation/training period. Leave eligibility of employees in probation/training period will be different from those who are confirmed on the rolls of Haqdarshak.

Maternity Leave is not in scope of this policy.

### General Guidelines

- All kinds of leaves are subject to approval from the line manager. Accrual of leave does not mean automatic approval.
- The year for leave allocation & reporting is considered from April to March (same as Financial Year).
- All leave records of employees will be maintained in the HRMS tool.
- Leave without approval will be considered as leave without pay.
- An employee can avail continuous leave for a maximum period of 7 days.
- Continuous leave of 5 days or more should be applied, and approved at least 10 days in advance.
- If on leave/planned to take leave, the employee should notify the team, peers and work associates on the same.
- Unauthorized absence from work: If an employee is absent continuously for 7 calendar days with no information, the employee shall be considered to have left his/her employment on one's free will. A warning letter will be issued to the employee through email (on both official & personal email addresses) at the end of the two days. If no response from employee within 3 days of issuance of the warning letter, final termination letter will be issued.

### Types of Leaves

There are two types of Leaves at Haqdarshak:

#### *Casual Leaves (CL)*

- All employees are entitled to 8 CLs per year, i.e. 2 CL per quarter
- CL will be accrued on prorata basis at the start of every quarter.

For e.g- employee joining on 1st April, CL will be accrued on 1st April for 3 months (April, May and June)

And on July 1st for the next 3 months and so on.

### **Pro Rata basis –**

Employee joining in the first month of the quarter: 2 leaves will be accrued

Employee Joining in the second month of the quarter: 1.5 days CL

Employee Joining in the Third month of the quarter: 1 day CL

### **Please note that -**

- Negative CL is not an option.
- Casual leaves cannot be carried forward to the next year and will elapse at the end of the financial year.

### **Privilege Leave (PL)**

*All employees are entitled to 16 PLs per year.*

*PL will be accrued quarterly to every employee account on a pro rata basis.* The accrual of the Privilege leave begins from the month of joining but can be availed only after completion of probation. Upon confirmation, the employee will be allowed to avail the Privilege Leaves.

In case of an extension of probation, the same policy will be applicable and upon confirmation, PL can be availed thereafter.

- Privilege leave can be carried forward to a maximum of 8 days per year.
- The total accumulation of the carry-forward leaves can be a maximum of 24 days during the tenure of the employee in the organization.

**This logic is explained with an example below:**

This table illustrates how Privilege Leave will be carried forward assuming an employee avails no PL in 4 years.

Tenure	Accrual	Carry forward	Total at the end of year
Year 1	16	0	
Year 2	16	8	24
Year 3	16	8+8	32
Year 4	16	8+8+8	40
Year 5	16	<del>8+8+8+8</del>	40

Reset to 24

Privilege leave carry forward above 24 days will elapse automatically

### **Medical Leave –**

Leave for medical reasons should be taken either under CL or PL, basis the leave balance. It is advised medical leave for more than 4 days be substantiated with a medical certificate.

In emergency situations, leave over and above the entitlement can be considered as exception and upon approval, shall be dealt in accordance.

### **Leave without Pay**

An employee can avail leave without pay in case the existing leave balance is exhausted and the employee is in need of leave due to **unforeseen** circumstances that are impacting **oneself or dependents**.

Leave without pay can be taken for a maximum of 20 days in a year. LWP of more than 5 days should be approved by the vertical head and HR.

### **Sabbatical**

An employee who has completed at least 12 months in the organization will be eligible to go on a Sabbatical once in 3 years for a **minimum period of 2 months** to a maximum period of 12 months.

Sabbaticals are subject to approval from line manager, vertical head and HR. Role and engagement post sabbatical will be subject to management decisions.

### **Cancellation of Leave**

Employees can request for cancellation of leave applied. Once the cancellation request is approved by the manager, leave balance will be credited to reflect the cancellation. Timelines for the cancellation process are the same as the approval process. Employees can cancel the leaves in the system, only prior to the date of leave. In other cases, where the date has lapsed and leave needs to be canceled, employees can seek help from HR for the same.

### **Approval Process**

It is the responsibility of the employee and the line manager to ensure that leaves are applied and approved in the system before proceeding on leave. In unforeseeable circumstances leaves should be applied and approved at least within 5 calendar days of resuming duty

### **Compensatory Off**

All employees are eligible for compensatory leave. When there are activities planned in advance for a minimum of half a day, employees can apply for an equivalent duration of leave on the system. Given the planned nature of activities, compensatory off will have to be applied in the system in advance and approved by the line manager. The system allows you to apply for a comp off leave after the employee has worked on a holiday/ weekly-off.

Compensatory leave should be availed within 2 weeks from the date of working on a holiday/ weekly off., as below -

- 6 hours or less – 0.5 day leave
- 7 hours or more - 1 day leave

**Kindly Note:** For Managers and above positions – a maximum of 5 compensatory offs can be availed in a year.

### **Leave During Notice Period**

Given the handover process that will be in progress, employees are expected to apply for leave during probation or notice period for emergency situations only. Leaves will be subject to approval by the line manager.

In case of non completion of handover due to leaves, notice period might be extended as required.

Note: Taking leave during notice period is discouraged at Haqdarshak, keeping in view the handover of critical responsibilities and vertical deliverables within defined timelines.

#### Paternity Leave:

7 days of Paternity leave for male employees having completed a minimum of 80 days of work.

- This leave can be availed for first two children
- Should be availed within 6 months from the date of delivery
- To avail the leave, Line Manager and HR should be notified in advance.
- The application for this leave should be routed through the regular approval process.

HR-Haqdarshak

April 2023

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