

# **Leave Policy for 2023 Calendar**

## **Earned Leave**

1. An Employee is eligible to avail 22 EL's in a year. (Out of 22 EL's, 5 EL's will be adjusted against Christmas Holidays).
2. Maximum of 5 EL's can be encashed at the end of every year.
3. Earned leave cannot be carried forward to the next year.
4. If the employee availed all or most of the EL's and left the company in between, the extra used EL's will be deducted from his Full and Final Settlement.

## **Sick Leave:**

- 1) An Employee is eligible to avail 10 sick leaves in a year.
- 2) Sick leave has to be used when the employee is sick, not for other purposes.
- 3) For all absences exceeding 3 days, a medical certificate needs to be enclosed.

## **Compensatory Off:**

- 1) An employee is eligible for compensatory off when he/she has worked on an important assignment on any of the national/festival/declared off days.
- 2) Approval to work on any such day i.e. national/festival/declared off day must be taken by senior management.

## **Permission:**

- 1) Employees are allowed to avail permission for 2 hours once in a month. This permission of 2 hours can be taken at once or can also be taken as half an hour for four times or one hour for two times in a month.
- 2) This permission may also be availed as a late login, early logout or as a short break in the middle of working hours.
- 3) Availing of this permission should be done only via HRM portal. The HRM portal does not allow to avail more than 2 hours of permission in a month.

Hence, if any extra permission needs to be availed, it must be well communicated and approved by the reporting manager and HR plus the hour(s) of absence must get compensated later accordingly. Please note that the compensatory working hour range is between 8:00 AM till 10:00PM only. Hence, to avail any flexible work schedule, employee must choose a time within the given range.

**Maternity Policy:**

- 1) All confirmed female employees shall be entitled for Maternity leave as per maternity benefit act 2016, with full pay for a period of continuous 6 months (including weekends and national holidays) for each pregnancy up to a maximum of 2 confinements.
- 2) Leave taken for prenatal treatment for the first 7 months of pregnancy will be considered as normal leave not maternity leave.
- 3) A woman employee can take maternity leave as early as 8weeks before the expected date of delivery.

### **Process of Maternity Leave:**

Before proceeding on Maternity Leave it is needed to be applied on HRMStools and must be approved by the reporting manager.

The woman employee proceeding on Maternity leave must also submit a doctor's certificate to HR.

### **Eligibility:**

A woman employee must complete 1 year of service in the company prior to her expected delivery to avail this benefit.

### **Leave calculation on resignation/termination**

In case an employee has resigned from the services or on termination of employee earned leave will be calculated till the last working day of the employee and will be paid in full and final settlement of the employee. Employees are allowed to take sick leave while in notice period on a pro-rata basis. If EL leave is taken then it would be as per leave policy, either notice period can be extended or it can be considered as LOP.

### **Revision of the policy**

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

### **Explanation of Leave policy**

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

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

- 1) EL and Comp Off leaves can be clubbed together when an employee has low balance in each leave category and if he/she needs to avail long leaves for vacation.
- 2) SL can be clubbed with all categories of leaves when SL balance is low and only in an emergency situation (Ex: Hospitalized due to accident, acute or chronic diseases etc...).
- 3) The calendar year for leave is from January to December.
- 4) Partial leaves will be credited to employees' leave accounts in the beginning of every calendar year January (EL 8 Days & SL 5 Days) and balance leaves will

be credited in the middle of the year July (EL 9 Days & SL 5 Days).

- 5) All leaves should be applied well in advance. In case of planned leave which is more than 2 days, it is the employee's responsibility to apply for leave at least a week or 2 weeks before according to short and long leaves. However, in case of unplanned leave due to emergency situations employee must regularize leave within 2 days of resuming duty. The manager has to ensure an employee applies his/her availed leave (If it is not applied before taking the leave) and approves accordingly.
- 6) All the balance leaves will expire at the end of the year.
- 7) 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 means to go away for something for a short period of time.
- 8) All leave records of the employees shall be maintained in the HRMS tool.
- 9) All leaves should be applied on the HRMS tool 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 it must be regularized within 2 days of resuming duty on HRMS tool.
- 10) Employees will be eligible for Earned Leave and Sick Leave only after completion of probationary period. Upon confirmation, Earned leave and Sick Leave for the period of probation will be credited to the employee's leave account.
- 11) Employees may apply for leave depending upon their leave balance available to their credit on the HRMS tool.
- 12) If an employee availed all the leaves, the negative leaves will be considered as LOP (Loss of Pay).
- 13) Employees joining during the course of the year shall be subject to receive Leave on a pro- rata basis in their leave account on HRMS tool.
- 14) An employee shall not proceed on leave until unless leave has been approved by the reporting manager.
- 15) 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. First warning letter will be issued to the employee if he/she does not return within 7 days of expiry of sanctioned leave. If no response from an 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, the final termination letter will be issued in 3 days after issuance of the 2nd warning letter.

- 16) 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 most probable date of return. In absence of any communication from employees, serious action can be taken by the company.
- 17) Leave without approval will be considered as leave without pay.
- 18) Weekends and any holiday lying between the sanctioned leave periods will be excluded and not be counted as leave in case of casual, sick and earned leave.
- 19) Leave for the coming year cannot be availed in the current year.

**Process for all types of Leave:** Any leave should be applied through the HRMS portal. For approval the leave notification will reach the immediate reporting manager. Once approved, approval notification will reach employees and HR. Leave is deducted from leave balance from the employees account and latest balance updated on HRMS tool.

**Guidelines for New Joiners:**

- 1) New joiners will not be provided earned leave and sick leaves until the probation period completes.
- 2) Upon confirmation of employment, EL and SL will be credited accordingly with an accumulation.
- 3) Employees joining during the course of the year shall be subject to receive Leave on a pro- rata basis in their leave account on HRMS tool.

**Guidelines for Resigned Employees:**

- 1) The employee who is serving notice period cannot avail EL.
- 2) If an employee availed all or most of the EL's and leaving the company in between, the extra used EL's will be deducted from his/her Full and Final Settlement.
- 3) Resigned employees can avail sick leave on a prorated basis.

**Important Note for all the employees:**

- a. The leave policy is made as flexible as possible with the intention that you can enjoy your leave.
- b. Ensure your tasks are completed before you take a short leave and long leaves.
- c. We encourage all leaves be taken with responsibility
- d. The company is advising its department wise employees not to take leaves at the same time and also not to take the bridge leaves at the same time when festival and national holidays fall in between the weeks. The manager is solely responsible to evaluate this kind of leave application and approve appropriately.