



**G- Trans Logistics (India) Pvt. Ltd.
Noida**

CORPORATE HUMAN RESOURCE DEVELOPMENT DEPARTMENT

LEAVE POLICY

HRD/HRP/004

01/03/2015

1. OBJECTIVE

To administer and provide guidelines to employees on availing leave.

2. SCOPE AND COVERAGE

All employees i.e. probationers and permanent nature and also the trainees across the branches are covered under this policy.

3. APPLICABILITY

This policy will apply to the existing employees and employees who may join in future.

4. TYPE OF LEAVE

Following types of leave may be granted to the employees

1. Casual Leave
2. Sick Leave (those who are not covered under ESI)
3. Privilege Leave

5. ELIGIBILITY

a) Trainees

During the first year of training period, trainees are eligible for 10 days leave. Unavailed leave can be accumulated to the next year.

b) Regular employees (Total Leaves- 30)

- CL - 6 days
- SL - 6 days
- PL - 1 day for every 20 days of actual days of working

6. SANCTIONING AUTHORITY

- a) Leave can be sanctioned only by the Department Head or by the competent authority delegated with the power to do so. All requests for leave should be routed through immediate supervisors for recommendation and approval.

- b) Normally the employees' application for leave will be considered favorably. However, the company reserves the right to curtail/refuse the leave applied for or recall an employee, who has already been granted leave, if exigencies of work so warrant.

7. APPLICATION FOR LEAVE

- (a) All leaves must be applied for in the prescribed leave application form
- (b) The application form must be submitted to the employee's immediate supervisor
- (c) Application for leave must be submitted before hand and duly authorized and approved by the HOD
- (d) In case of emergency, the superior must be informed over phone or by other means to be followed up later with a written request in the prescribed application from.

8. DETAILS OF LEAVE

A. Casual Leave

An employee is eligible for 6 days Casual leave in a calendar year. This will be credited to the employees account in advance on the first of January every year.

- b) The employee who joins the company on any other day, will be eligible for CL on pro-rata basis
- c) A Maximum of 2 days can be taken as CL at a time
- d) Sundays, Off-days, National and Festival Holidays can be combined with CL by prefixing or suffixing. However, the intervening holidays, weekly offs will be treated as part of CL
- e) If the employee overstays his leave or contravenes any or all of the leave provisions aforesaid, the competent authority may at his discretion and based on the merits of each case, treat the entire period of absence as either Earned Leave or Leave on Loss of Pay.
- f) Even half a day CL is permissible
- g) Unavailed CL cannot be carried forward and will lapse at the end of the year.

B. Sick Leave

- a) All employees who are not covered under ESI are eligible for sick leave
- b) An employee is eligible for 6 days SL in a calendar year and it is credited to the employee's account in advance on the 1st of January every year.

- h) The employee who joins the company on any other day, will be eligible for SL on pro-rata basis

- i) Minimum of half a day can be considered as SL. SL more than 3 days has to be ratified by submitting a Medical Certificate issued by Registered Medical Practitioner.

- c) The intervening holidays, weekly offs will be treated as part of SL.

C. Privilege Leave

- d) For every 20 days, employees will earn 1 day.
- e) To calculate the 20 days, the actual working days will be taken into account and weekly offs, National and Festival Holidays will not be added to the no. of days for computing.
- f) This leave will be credited to the employees account on completion of one year. PL of an employee will be credited to 1st January of every year. For example, if any employee joined the organization on 1st January 2006, his PL will be credited to his account on 1st January 2007 and so on.
- g) Employees join in the middle of the year will be credited on 1st January on pro-rata basis.
- j) Minimum of 3 days must be taken as PL and maximum of his eligibility.
- k) Holidays and Weekly Offs may be allowed to be prefixed or suffixed. However intervening holidays and weekly offs will be counted as part of the Privilege Leave.
- l) PL can be carried forward to the next year and accumulated upto a maximum of 120 days.

9. ENCASHMENT

- Employees are encouraged to avail the PL in their credit as far as possible.
- Only Basic and DA will be taken into account for encashment
- Encashment of leave will be allowed only after completion of 1 year.
- For employee, of the balance PL in their credit, they will be encouraged to go on leave for more than 50% of the no.of days balance leave available. For example, an employee after 1 year has 20 days PL in his credit, will be allowed go on leave for a minimum of 10 days and allowed to encash the balance 10 days.

10.MATERNITY LEAVE

According to Maternity Benefits Act an employee can avail continuous of 3 months leave. The condition for availing such leaves is that the employee should have completed at least 180 days in her workplace before availing such leave. And if she fulfill this condition then she can avail 3 months of continuous leave.

11.REVIEW AND AMENDMENT

Management can review this policy and make amendments if required, as per its sole discretion.

12.RESIDUAL POWER

This policy is basically guidelines and the management reserves the right to withdraw / modify to suit organization's philosophy at any time without assigning any reason whatsoever.

13.EFFECTIVE

The policy shall come into force with effect from **1st April 2015**

Head-HR

Head - Finance

CMD