



Leave Policy

Applicable from 01-01-2020

Leave Policies

Definitions

Full Time Employee(s):

Team members who are issued the appointment letters as Full Time Employees

Probationary Employee(s):

Team members who are issued the appointment letters as Probationary Employees

Intern(s):

Team members who are issued the appointment letters as Interns

Employees:

This term will be used to represent Full Time Employee, Probationary Employee, Interns collectively

Leave(s):

Leave for the purpose of this document will be considered as an employee taking the day off their work, where the day is not marked as an official holiday by organization in advance. Sundays are official holidays usually unless a project/deadline demands work. The day off can be termed as full day or half day (first half or second half). If an employee takes leave for more than one day then it will be termed as Leaves.

Leaves around Sunday:

For the purpose of leave calculation, if any Employee takes leave on Saturday and Monday, then Sunday will also be calculated as a leave.

Regular Leaves

Earned Leave:

These are the leaves which are earned by the employees as being a Full time employee and probationary Employee. These leaves can also be termed as Earned Leave with Pay (ELWP). The condition in which these leaves can be taken by an employee is if they have planned it in advance. This can be clubbed with sick leave if sick leave is not balance with the employee.

Casual Leave:

These leaves will be granted for certain unforeseen situations or where you are required to go for one or two days leaves. This leave can also be termed as Sick Leave or Emergency Leave. These leaves can also be termed as Casual Leave with Pay (CLWP). This leave can never be clubbed with Earned Leave.

Leave Without Pay:

If an employee is found to be taking leaves beyond the limit of leaves they are allowed to take in the stipulated time frame, then such leaves will fall under the category of Leave Without Pay (LWoP). As the name suggests payment for these leaves will not be made by the company, i.e. salary will be deducted for these leaves.

Special Leaves

Marriage Leave:

Entitlement of this leave will be to those employees who are getting married in the year leave is being taken. A total of 15 days of leave is allowed in this category which include pre marriage and post marriage leaves. These leaves will be paid by the company.

Maternity Leave:

Entitlement of this leave will be to female employee who is pregnant and is supposed to deliver the child in the year leave is being taken. A total of 6 months of leave is allowed in this category which includes pre delivery and post delivery leaves. These leaves will be paid by the company.

Time for requesting Leave

Request of Earned leave:

To take the earned leave, employees should have to request the leave with reason to get permission from the management in advance. Following are the details to clarify the time an employee need to request to the management about the leave:

Days of Leave	Number of days before leave date
1	At least 2 days before leave date
2	At least 3 days before leave date
3 - 5	At least 1 week before leave date
More than 5	At least 2 weeks before leave date

Failing to request the management about the leave will convert the granted leaves automatically into Leave Without Pay as per the table mentioned above.

Upon requesting of earned leave, management has the right to reject or approve the leave without having the onus to explain the reason to the employee. If upon rejecting leave by the management employee go on and take leave then such leave will be considered as Leave Without Pay. However, if an employee gets the approval on leave and yet come to the office on the date of leave then such leave request will not take effect and the day will be considered as normal working day for such employee.

Intimation of emergency leave:

To take this leave an employee have to intimate the management about the reason and days of leave they are taking which in any case cannot be more than two for this kind of leave. If any employee takes leaves for more than one day then such employee have to furnish the proof supporting the reason for the leave.

Example: If an employee is not well and took leave for two days then such employee would have to furnish the prescription of doctor and bill of medicine on returning to the office after 2 days.

Employee can inform about this leave on the day of leave. If an employee intimate about their casual leave after office hours then first half of that day will be marked as half day leave without pay and second half will be marked with leave with pay. This needs to remember by the employee that max 2 days of leave can only be counted in full days. If someone intimate about 2 days casual leave after office hours then they will be allowed the leave until the end of 2nd day and first half will be marked as leave without pay.

Intimation of Special Leaves:

Employee should apply for the leaves that fall under the special Leaves category, 2 months in advance from the date of leave.

Mode of Leave information:

The channel through which an employee should apply/intimate about the leave should always be written and digital format. However, leave can never be applied on any social media including chat apps like whatsapp or text messages, or verbal or phone call. Leaves can only be applied on either of emails or portal provided to the employees to mark their attendance.

Leaves Allowed:**Full Time Employee:**

A total of 18 Earned Leaves are allowed per annum and a total of 12 casual leaves are allowed per annum to the full time employee. A total of 30 leaves are allowed per annum to the employee which exclude Special Leaves. These leaves are to be enjoyed by the employees at monthly rate of 2.5 leaves per month which will construct of 1.5 leaves can be taken out of Earned Leave and 1 leave can be taken from casual leave.

For a given calendar year (January to December) all leaves are allowed but none can be carried forward to the next year.

Probationary Employees:

A total of 12 Earned Leaves and a total of 12 Casual Leaves are allowed per annum to the probationary employee. A total of 24 leaves are allowed per annum to the employee which exclude Special Leaves. These leaves are to be enjoyed by the employees at monthly rate of 2 leaves per month which will construct of 1 Earned Leave and 1 casual leave.

For a given calendar year (January to December) all leaves are allowed but none can be carried forward to the next year.

Interns:

Interns will be allowed 1 leave per month in their internship period which will only be casual. It should be clear to the interns that they will not be entitled for any other leaves except casual leave in any case.

Special Notes:

1. If an employee fails to intimate the management about their leave then such leave will be marked as Leave Without Pay.
2. If an employee request the leave and management do not reply or take action on the request then an employee is free to assume that such request is accepted.
3. Management will have half the time to respond to the leave request of the time allowed to the employee to request for leave. E.g. in a case where an employee is supposed to request for earned leave 2 days in advance the management will have 1 days to respond to the request.
4. Leave calendar will cover the months from January to December.