**LEAVE POLICY**

**APPLICABILITY:** This Leave policy shall be applicable to all the employees of \_\_\_\_\_\_\_\_\_\_\_ (“Firm”).

**COMMENCEMENT OF LEAVE PERIOD:** 1st January to 31st December of every year. Thereby for new joinee and resigned employees, one gets pro-rated leaves. E.g.: If an employee works half a year, he/she is entitled to just half of the leaves.

**POLICY:**

All the employees of the Firm are entitled to weekly holidays and acertain number of privileged leaves/earned leaves (EL) and casual leave/sick leave (CL/SL) in accordance with this policy as provided below:

**Close Day:**

One day in every week i.e., Sunday shall be considered as a closed day (weekly holiday). In addition to this, following days shall be observed as close day:

|  |  |
| --- | --- |
| **Sr. No.** | **Holidays** |
| 1 | New Year’s Day |
| 2 | Republic Day |
| 3 | Holi |
| 4 | Idu’l Fitr |
| 5 | Independence Day |
| 6 | Idu’l Zuha (Bakrid) |
| 7 | Mahatma Gandhi’s Birthday |
| 8 | Dussehra |
| 9 | Diwali (Deepavali) |
| 10 | Guru Nanak’s Birthday |
| 11 | Christmas Day |

**Available Leave:**

1. The employees who have been in continuous service for less than twelve months will be entitled to:
2. Earned Leave (EL): Earned Leaves are calculated on a pro-rate basis, one day of leave for each month worked in the hired calendar year The Earned leaves of new employees shall not exceed more than 10 days in a year from the date of joining.
3. Sick/Medical leaves (ML): Every employee who has been in continuous service of the Firm for more than six months shall be eligible for Sick Leaves not less than 15 days in one calendar year.
4. The employees who have been in continuous service for more than twelve months will be entitled to:
5. Earned Leave (EL): Earned Leaves are calculated on a pro-rate basis, one day(s) of leave for every 26 number of working days of the Employees with the Firm. Each such leave shall credit into an employee’s leave balance after every 26 number of working days. The Earned leaves of employees in service for more than twelve months shall not be less than 15 days in one calendar year.
6. Sick/Medical Leave (ML): Every employee who has been a regular employee of the Firm for more than six months shall be eligible for Sick Leaves not less than 15 days in one calendar year.
7. Casual Leaves (CL): All the employees are entitled to casual leaves not more than 10 days in one calendar year. The employees of the Firm for more than five years may take up to, but not more than 15 days of casual leaves in one calendar year.
8. Maternity Benefits: All the female Employees of the Firm, who have been employed in the Firm for not less than one hundred and sixty (160) days in the preceding twelve months, shall be entitled to maternity benefit as and when necessary for up to twenty-six weeks. These twenty-six weeks are inclusive of the period for which maternity benefits are provided prior and up to the date of delivery not exceeding eight weeks and the period immediately following the date of delivery. Applications for Maternity Leave shall be made 30 days in advance to the date.

**Leave Rules:**

1. Earned Leaves:
   1. EL can be taken for a maximum period of \_\_ days in a row.
   2. The EL shall not be taken more than \_\_\_ times in a year.
   3. An application for leave for 3 days or less shall be made at least 24 hours before the date from which leave is required and application exceeding \_\_\_ days shall be made at least \_\_\_ days before which leave is required.
   4. \_\_ number of unused Els shall be carried forward to succeeding calendar year and any unused ELs exceeding \_\_ shall be paid off to the employee. ELs accumulated and carried forward from the previous year, if unused, shall lapse every \_\_\_ years.
   5. The EL entitled to resigning employees would be calculated pro rata i.e. till their last day of work. Any un-availed EL would be adjusted in full and final settlement.
2. Casual Leaves:
   1. Request for Casual Leave must be made and approved of (by the reporting management), at least 3 days in advance of the leave taken to enable work planning and functioning during the period of absence.
   2. A maximum of \_\_ days of casual leave can be taken at a time.
3. Sick Leaves:
   1. In the event, an employee avails of sick leave for more than 2 days, a medical certificate issued by a qualified medical practitioner shall be submitted.
4. General Rules:
   1. Employees shall notify their management at least one month in advance of taking leaves exceeding \_\_ days.
   2. Employees shall be eligible to apply for an unpaid leave of absence if they have been a regular employee of the Firm for at least one year and scheduled to work 48 hours or more a week. The Firm's management will make a decision on the leave request.
   3. All the leave request of the employee shall be subject to approval by the management of the respective employee. The request for leave will be reviewed based on the reason for the request, previous attendance record, previous leave requests and the impact the absence will have on the Firm. Employees should directly communicate vacation dates to co-workers to ensure customer needs are met.
   4. For purposes of leave calculation, if an employee happens to extend his/her leaves to the intervening Sunday, so shall be counted as leaves as well. For E.g.: If an employee takes a leave for a week beginning from Monday to the next Monday and reports to work on Tuesday, then intervening Sunday shall also be calculated as a leave
   5. Absence from work without the approval of leave shall be considered as unapproved leaves. Salary of the employees shall be subject to deduction in case unapproved leaves. Frequent unapproved leaves taken by the employees shall attract disciplinary actions.

Leave Process:

Application for any kind of Leave has to be applied through email at \_\_\_\_\_\_\_\_\_ providing the following details:

* + Type of Leave being availed
  + Purpose of Leave
  + Dates for which Leave is Required
  + Contact Number

**Note:**

**\*\* For the purpose of this Leave Policy, “Continuous Service for more than twelve months” shall mean the current Employee who worked for at least 240 days in the preceding calendar year and “Continuous Service for more than six months” shall mean the current Employee who worked for at least 120 days in the preceding six months of the calendar year.**

**\*\* For the calculation of continuous service: Actual number of working days + Earned leaves + Casual leaves + Sick/Medical leave ≥ 240 days / 120 days as the case maybe.**

**\*\* The Firm reserves the right to amend this Policy from time to time in accordance with applicable laws as amended from time to time.**