

ISHAN TECHNOLOGIES

LEAVE POLICY

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Purpose

The organization recognizes the need for every employee to take time off from work to meet personal, domestic and social commitments and is fully supportive of the same. Specific time away from work on vacation to rejuvenate is important and every employee is strongly encouraged to take time off every year for the same.

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company.

Policy

1. Leave Year

- a) The leave year shall be synchronous with the financial year (i.e., from 1st April to 31st March)
- b) Eligible leave is credited to the employees on the 1st of April every year.
- c) Your Leave Entitlement and Balance can be viewed on the SPINE HRMS portal
 - i) Login to HRMS >> Leave > My Info > My Leave Register

2. Eligibility

- a) Employees shall be eligible to the following kinds of leaves:

LEAVE TYPE	DAYS PER YEAR
Casual Leave	12
Sick Leave	04
Public / Festival Holidays	WILL BE AS APPROVED Y-O-Y

- b) Employees on probation will not be eligible for any leaves.
- c) All permanent employees are eligible to avail Casual Leaves and Sick Leaves
- d) Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rate basis.
- e) Employees whose Date of Confirmation service falls between 1st to the 15th of a month are entitled to get the leave credit for that month.
- f) Employees whose Date of Confirmation service falls between 16th to the end of the month are not entitled for the leave credit for that month.
- g) No casual or sick leave will be granted or adjusted against absence days during the notice period.
- h) All leaves during the notice period will be counted as Loss of Pay (LOP).

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3. Leave Rules

a) Casual Leave

- i. An Employee will be entitled for 12 working days Casual Leaves in a year.
- ii. If any employee continues on leave for more than one day preceding paid holidays announced by the company in the holiday list, the same shall be counted as LWP unless it is pre-approved or for genuine reasons.
- iii. Casual leave cannot be accumulated or en-cashed or carried forward to the next calendar year.

b) Sick Leaves

- i. Sick Leave may be used when the employees have any medical emergencies.
- ii. If for some valid reasons, prior approval cannot be taken before proceeding on Sick leave, the approving authority should be intimated verbally or through an appropriate mode.
- iii. Sick Leave cannot be taken for more than 2 days at a stretch unless supported by a Medical Certificate.
- iv. Sick leave cannot be accumulated or en-cashed or carried forward to the next calendar year.

c) Public / Festival Holidays

- i. List of Festival holidays shall be declared in the beginning of the calendar year.
- ii. The List of holidays can be viewed on SPINE HRMS
 - i) Login to HRMS > Self Service > Quick Info > Holiday List

d) Sandwich Leave

- i. Sandwich leave refers to a scenario where an employee applies for leave on both the days before and after a Holiday or Weekly Off, and the intervening Holiday or Weekly Off is also counted as leave.

However, The Sandwich Leave Rule will not be applicable to all other types of leave except SL. i.e., for example, if an employee is applying for CLs on Saturday & Monday or before and after public holiday, The Sunday or Public Holiday in between will **not** be counted as leave.
- ii. The above changes may be fully / partially withdrawn depending upon the operational exigencies, purely as per the management discretion.

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e) Leave Without Pay (LWP):

- i. When there is no leave to the credit of an employee and wishes to proceed on leave then the department head / functional head may grant leave on a Loss of Pay basis (Authorized LOP), under such circumstances leave may be granted as Leave Without Pay (LWP) and for such leave. However, approval from the superior is mandatory for availing LWP.

4. Procedure for Applying Leaves

a) Leave Approvals

- i. As a responsible employee, the expectation is that leave is availed prudently and judiciously without jeopardizing the work interest. A common practice and good professional etiquette are for the employees to take prior approval from the approving authority before proceeding on leave. Also, in case of emergencies/unplanned leave, he/she is expected to inform the approving authority on a real time basis.
- ii. An advanced prior approval from the respective Unit Head / HOD is absolutely essential for all leaves except the Sick Leaves.
- iii. The available leave balance is to be checked by the employee on SPINE HRMS before applying for leave.
 - **For Leave Balance Check** - Login to HRMS >> Leave > My Info > My Leave Register
 - **For Applying Leave** - Login to HRMS >> Leave > Leave > Apply
- iv. Leave Approval Authority

The leave approvals will be granted in accordance with the rules laid out herein and will go through the approvals as per the Reporting Matrix in the SPINE HRMS. Any exceptional leave request/ application would be processed in consultation with the Director.

b) Cancellation of Leave

- i. The department head can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave, then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.
- ii. In case the employee needs to cancel his / her leave after he / she has applied for leave then the employee can apply leave cancellation on SPINE HRMS

Login to HRMS >> Leave > Leave > Cancellation

c) Extension Of Leaves

- i. As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays the unsanctioned leave availed will be treated as absence from duty.

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d) Absence From Duty

- i. When an employee takes off from duty without prior leave approval or proper intimation, such day/days will be treated as absence from duty.
- ii. The employee has to report to his / her department head on re-joining duty from absence and provide valid reasons for absence before taking up work again.
- iii. The absent days will first be adjusted against available **Sick Leave (SL)** and **Casual Leave (CL)** balances ONLY if the HOD approves such absence, post-facto.
- iv. If leave (**CL and SL**) balances are insufficient, the remaining days will be treated as **Leave Without Pay (LWP)**, even if the same is approved by HoD.
- v. If an employee is absent from duty for more than 8 consecutive days (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the HR department will be sent to him asking to report to duty and to provide explanation for his /her absence.
- vi. Based on the enquiry any action deemed fit would be taken by the management.
- vii. If there is no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his/her service from the company on his own accord and recorded accordingly.

5. General Leave Rules

- a) No leave shall be claimed as a matter of right / privilege & discretion shall rest absolutely with the authority competent to grant, refuse, revoke or curtail leave at any time.
- b) Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- c) Leaves during Notice Period - Leaves shall generally not be adjusted against notice period on resignation/ termination. In special circumstances it may be permitted to be adjusted with the recommendation of the concerned employee's Manager and the specific written approval of the Director.
- d) It would be the endeavour of the Company to encourage employees to avail their leave as far as possible in a planned manner so as not to affect the Company's productivity.
- e) The Management reserves the right to vary the above policy & process on a case-to-case basis in accordance with needs of the company or operations.