

LEAVE POLICY

Revision History

Version	Date	Reason for Change
1.0	11/04/17	Baseline and Approved By Management

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1. Leave and Attendance Policy

Management reserves the right to interpret, change, suspend, cancel, or dispute with or without notice, all or any part of our policies, procedures, and benefits at any time. Management will notify and inform all the Employees of these changes. In case of reshuffling of holidays, we will go with the majority decision. The changes in the schedule of holidays have to be made a month prior to their occurrence. Changes will be effective on the dates determined by the Management, and all previous policies will be treated null and void after new policies are effective. No other Employee apart from the Management has the authority to change the policies at any time.

1.1. Attendance Policy

- Office Timings are: 9.00 AM to 6.30 PM (including break timings) for general shift, all employees are encouraged to adhere office timings.
- Regular attendance as per the scheduled time is prerequisite for employment.
- When employees are on unjustified absence, schedules as well as customer commitments fall behind and other employees have to assume added workloads.
- If it is impossible to report for work as scheduled, employees must call their reporting officer or Project Manager and inform HR department before their respective starting time.
- If employee fails to inform their reporting officer or Project Manager and HR department before 10:00 AM, it would be considered as late coming and the leaves informed after 10:00 AM as unpaid full leaves except for acceptable reasons.
- Informing about leaves is the responsibility of every employee who is absent. Absence for three consecutive workdays without notifying the reporting officer or Project Manager and HR will be considered as voluntary termination.
- All employees need to attain total monthly working average of 8:30 hours considering 5 or 6 working days per week. In case, the average monthly hours are not attained, the shortfall of hours will be rounded off to the nearest number of days (or half day) and equivalent number of days (or half day) will be considered as leave.

1.2. Introduction

Leave is a privilege extended by the Company to its staff members, and not a right. It shall be the Company's discretion to grant leave to all applicant employees, considering the exigencies of business and the need of the employee at that time.

Employees whose date of joining the service falls between 1st to the 7th of any month are entitled to get the leave credit for that month. Employees whose date of joining the service falls between 8th to the end of the month are not entitled for the leave credit for that month. E.g., If X joins on 3rd January then his confirmation will happen on 1st July and his leaves will be issued accordingly. If he joins on 8th January, his confirmation will happen on 1st August and his leaves will be issued accordingly.

2. Leaves

2.1. Earned Leave

1.2.1. Eligibility

All the staff members, excluding consultants and probationers shall be eligible.

During their probation period, new employees with 3+ years of experience will be eligible for 6 Earned Leaves.

Total **12 days** of earned leaves will be granted per year; on pro-rata base. It will be issued as follows from the year 2019-2020 onwards i.e.

3 Earned Leaves for 1st quarter (April, May, June)

3 Earned Leaves for 2nd quarter (July, August, September)

3 Earned Leaves for 3rd quarter (October, November, December)

3 Earned Leaves for 4th quarter (January, February, March)

From the year 2019-2020, if one is confirmed in April then 3 leaves are issued, if confirmed in May then 2 leaves are issued. (The calculation is based on pro-rata and the table below explains the same)

Month-Employee is confirmed	Number of Earned Leaves Issued
April	3
May	2
June	1
July	3
August	2
September	1
October	3
November	2
December	1
January	3
February	2
March	1

At the end of the financial year, leaves will be carry forwarded year on year basis maximum up to 7. Additional leaves will be en-cashed on Basic salary at the end of the financial year.

At the end of the quarter, leaves will be carry forwarded to the next quarter.

Scenario 1: E.g. 05 Earned leave balance as on 31.03.2019, 05 leaves will be carried forwarded to next year i.e. F.Y. 2019-2020.

Scenario 2: E.g. 9 Earned leave balance as on 31.03.2019, 7 leaves will be carried forwarded to next year i.e. F.Y. 2019-2020 and 02 leaves will be encashed as on 31-Mar-2019.

In case an employee has used up eligible pro rata leaves and resigns before the completion of the year then, appropriate salary deductions shall be made.

1.2.2. Administration

Employees must obtain prior sanction before proceeding on leaves. If this is not possible, then whenever it becomes feasible they have to inform their reporting officer or Project Manager and HR about their inability to attend duty, stating reasons for the same and obtain written approval on application form immediately on resuming duty.

Granting of leaves shall be subject to business exigencies and the discretion of the leave sanctioning authority.

2.2. Marriage Leave

2.2.1. Eligibility

All employees, including probationers, shall be eligible for up to 12 days own marriage leave.

Whilst on marriage leave, weekends and public holidays as declared by the Company shall be counted as leave days.

Application for such leave should be done minimum 1 month in advance

Marriage leave has to be pre-approved in written by reporting officer or Project Manager with the consent of the HR department.

No emergency leave will be accepted at end of marriage leave. Employees have to resume duty on the last day of application (i.e. 13th day)

Marriage Leave can be availed for 12 continuous days no breakages will be allowed.

Marriage Leave is not a paid leave.

2.3. Festival Holidays Objective:

To provide leaves for National or Festival Holidays Eligibility:

All staff members, including probationers. Administration: Total 10 National or Festival Holidays shall be declared for each Calendar Year, list of this shall be displayed in the Workspace in January each year.

2.4. Leave without pay (LWP)

LWP is of two types:

Authorized LWP: In case an employee does not have any leave with pay to their credit, they may avail LWP after obtaining prior sanction of the management.

Unauthorized LWP: If any employee does not take/has not taken any sanction to avail LWP/for availed LWP, the leave will be treated as unauthorized LWP and may be subjected to disciplinary action.

Leave Granting Authorities:

All types of leave are to be duly applied for and approved by the relevant reporting officers or Project Managers, whilst keeping HR in loop.

2.5. General Guidelines for applying granting and administration of all types of Leave

1. All leaves have to be addressed to reporting officer or Project Managers, for prior approval with a copy marked to the HR. Emergency requests for leave should be made to the reporting officer (or Project Manager) and HR department directly through Phone or email before 10:00 AM.
2. No intimation through a colleague / friend shall be acceptable. Failing to inform about leave before 10:00 am will be considered as full day leave without pay.
3. In case an employee on probation period takes uninformed Adhoc leaves then, in such a case for every one day their two days salary will be deducted.
4. In case the sanctioned leave application is not submitted to HR prior to the applicant going on leave, then the applicant's absence shall be treated as 'absence without leave and without pay', till the time a duly approved leave application is submitted to HR.
5. Eligibility of leaves shall be on a pro-rata basis, and credited only after the completion of the month.
6. 'Year' is defined as the financial year commencing on the 1st April to 31st March.
7. Employees absent for two days or more without any information / unauthorized leave, shall submit a written explanation for the same and shall be liable to appropriate disciplinary action.
8. While on probation, Employees with 3+ years of experience will be allotted half the number of total available EL's for the year, marriage leave can be provided as per rules.
9. Any prolonged leave including Sick/Marriage leaves during probation period will extend probation period. Prolonged Leaves are 5 calendar days of leave clubbed together, including official offs (including Saturday, Sunday and other Holidays as declared by the company).
10. Maximum of 5 days Leave (excluding Sick/Marriage) can be clubbed together, including official offs however ELs shall be deducted only for the working days
11. Employees on leave need to be reachable through phone, to team members for any emergency.
12. For half day minimum working hours should be of 4:30 hours, less than this will be treated as full day leave.
13. Employees cannot avail any leave once they resign. Any leave taken during the notice period will be treated as leave without pay and shall increase the notice period accordingly.
14. If a resigned employee has already used up all his ELs, then such leave amount will be deducted from final salary settlement.
15. No two team members/person can be on leave at same time - or Total present of any team at any given time should not be less than 2:3.
16. Employees going on leave have to explain/delegate their responsibility to another team member.



17. In case an employee is extending the sanctioned leave they will have to apply in writing with reason/valid proof and obtain permission before expiry of the leave originally granted to them.

18. Sick leave of more than 3 days has to be accompanied with a medical certificate.

19. Minimum working hours for a day are 8:30 hours, however in case an employee wishes to avail the early leave, an email seeking permission for early leaving has to be sent to the concerned reporting officer or Project Manager latest by 10:00 AM on the concerned day, any intimation later than 10.00 AM shall be considered as half day.

By Order

Sd/-

(D. A. Rathod)