



OUT
OF
OFFICE

A top-down view of a desk with a blue background. In the center is a spiral-bound notebook with 'OUT OF OFFICE' written in black marker. To the left is a white cup of coffee. Above the notebook is a silver protractor and two pencils. To the right is a pen and some torn paper. The bottom of the image has a white torn-paper border.

LEAVE POLICY

Objective

To define the companies policy on leave entitlement, availment and accumulation for all employees

Scope

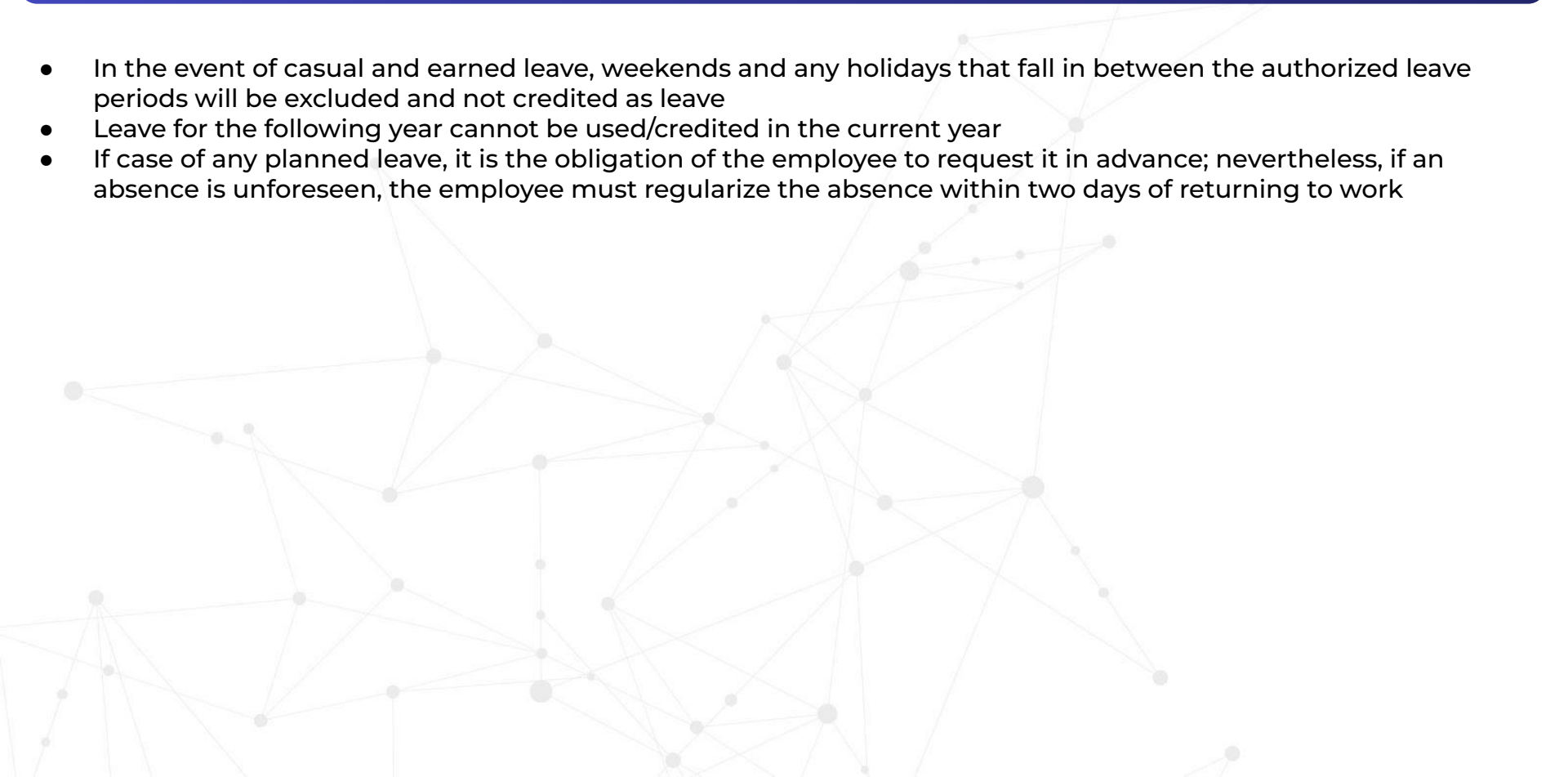
This is applicable to all employees hired at Edulab pvt ltd, as permanent employees contract and Interns



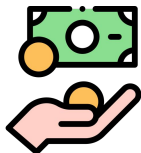
Guidelines

- Earned leaves will be credited during the start of the year i.e January
- Earned leaves of a maximum of 45 days will be carried-over to the next calendar year
- In order to achieve the goal of maintaining a work-life balance, it is mandatory that employees take 6 Earned leaves in a calendar year
- Earned/Casual/Sick Leave will only be available after your probationary period closure
- A telephonic intimation to the immediate reporting manager is essential in cases of emergency where leaves cannot be requested in advance. This must be followed by an official email.
- All types of leaves needs to be approved based on the needs of business and the manager's judgment, leaves may be approved or denied. An unapproved leave of absence from work will be treated as a loss of pay and may result in disciplinary action
- Any leave which is taken by an employee must have the reporting manager's approval over email, else will be treated as a Loss of Pay
- Any leave requested during the university's busiest admissions period or any project launch that calls for more staff will be granted at the sole discretion of the highest level management & HR
- If an employee misses more than three days of approved leave without providing any explanation, it will be assumed that the employee has decided to leave the organization on his/her one's free will. This will further result in a caution letter, and if there is no response within 24 hours after the letter's issuance, it shall be followed by termination of the individual's employment
- In the event of a prolonged illness or leave from work, an employee is required to notify their immediate reporting manager on a regular basis of their status and anticipated return date. If this is failed to be achieved, it may result in a caution letter issuance followed by termination of employment

Guidelines

- In the event of casual and earned leave, weekends and any holidays that fall in between the authorized leave periods will be excluded and not credited as leave
 - Leave for the following year cannot be used/credited in the current year
 - If case of any planned leave, it is the obligation of the employee to request it in advance; nevertheless, if an absence is unforeseen, the employee must regularize the absence within two days of returning to work
- 
- An abstract geometric pattern consisting of numerous small dots connected by thin, light gray lines, creating a complex network or mesh-like structure that fills the lower two-thirds of the slide.

Types of Leave



Earned Leave

A - Permanent employees

15 leaves

B - Interns / Contract

1 leave per month



Casual Leave

Permanent employees

5 leaves



Sick Leave

Permanent employees

5 leaves



Bereavement Leave

Permanent employees/ Interns / Contract

5 days for immediate family members only

Permanent Female Employees

26 weeks of paid leave



Maternity Leave

A - Permanent employees

14 day of leave at the time of the child's birth

B - Utilization

Within a period of 2 years from the time of the child's birth



Paternity Leave



Birthday Leave

Permanent employees/ Interns / Contract

1 day as per identity proof



Compensatory Off

Permanent employees/ Interns / Contract

If the employee has worked on a weekend/National holiday

Types of leaves - Defined

Earned Leave

- Entitled for 1.25 leaves each month or 15 leaves during a calendar year
- Employees will be able to apply for Earned leave post completion of probation period
- Interns will be entitled to 1 Earned leave per month until conversion
- Earned leave going beyond 5 days need to be approved by respective managers 14 days prior to leave (Excluding emergency)
- A maximum of 45 days of accrued leaves may be carried forward. Any leave beyond the 45 will be lapsed
- Any leave during notice period will be based on mutual understanding between the employee and manager

Casual Leave

- Entitled for 5 leaves during a calendar year
- No employees will be entitled for casual leave during their probationary period
- Casual leave cannot be clubbed with any other type of leave barring Earned Leave
- Casual leave cannot be carried over to the following year
- Casual leave to be applied minimum 24 hours before acquiring the leave, if the timeline is not met it will be disapproved by HR

Sick Leave

- Entitled for 5 days of sick leave
- Sick leave can be utilized during probationary period
- Sick leave can be clubbed only with Earned leave
- Sick leave extending beyond 2 days will require a medical certificate stating the illness
- Sick leave cannot be carried over to the next year
- Sick leave to be applied on the same day before 12:00pm, if the timeline are not met it will be disapproved by HR

Types of leaves - Defined

Compensatory Off

- An employee is eligible for compensatory off when he/she has worked on an important assignment on any of the national festival/weekend
- Prior approval of senior management will be required before any such day i.e. national/festival/weekend
- Employee will need to check in and check out over the biometrics tool in order to be eligible for a compensatory off
- Minimum working hours will need to be fulfilled
- Compensatory off will have a validity of 1 year
- Applicable to all full time employees & interns

Bereavement Leave

- Can be utilized in the event of a loss of a immediate family member only
i.e. Father/Mother/spouse/children/grandparent
- 5 days of Bereavement leave can be availed by an employee in a year
- Bereavement leave is paid leave
- Bereavement leave can be clubbed with earned leave or casual leave only upon exhaustion of bereavement leave
- Employee will need to communicate the same through an email/telephonic communication to the lead
- Death certificate to be submitted upon applying the leave

Half Day

- Half day can be utilized in the event in case of any personal events planned in advance / emergencies
- Half day will be deducted from earned leaves only
- After 3:00 PM, half a day will be taken into consideration
- Manager discretion will be used to approve half days

Types of leaves - Defined

Maternity Leave

- All confirmed female employees shall be entitled for Maternity leave as per maternity benefit act 2016, with partial pay for a period of continuous 26 weeks (excluding national holidays) for each pregnancy up to a maximum of 2 confinements.
- Leave taken during prenatal treatment for the first 7 months of pregnancy will be considered as Earned/Casual leave and will not be covered under maternity leave.
- Before the employee proceeds for maternity leave 1 months intimation would be needed
- Maternity leave will need to be approved over email by the HR & Manager along with relevant documentation followed by applying leave over HRMS
- A woman employee can take maternity leave earliest 8 weeks before the expected date of delivery.

Paternity Leave

- All male employees are eligible under paternity leave which will account to 14 days
- Paternity leave can be availed within a period of 2 years from the date of birth of the newborn
- Paternity leave will need to be approved over email by Manager & HR along with relevant documents followed by applying leave over HRMS

Adoption Leave

- (A) Eligibility: In case of legal adoption of a child:
1. Women employees will be eligible for sixty (60) calendar days of leave if the child is below one year of age
 2. Women employees will be eligible for thirty (30) calendar days of leave if the child is above one year of age
 3. Male employees will be eligible for seven (7) working days of leave in both cases
- B) All intervening Weekends and Public Holidays falling during the leave period shall be counted
- C) Legal documents of adoption should be submitted prior applying for leave

Types of leaves - Defined

Loss Of Pay

1. If any timelines in regards to the leaves are not met as per the given policy, it will be considered as a loss of pay or half day on the discretion of the HR
2. If an employee is unable to finish his or her 9-hour workday as specified by the company, it will be regarded a half-day and deducted from your leave balance or an LOP. If your leave balance is depleted, it will result in a loss of pay
3. **OPERATIONS:** You are required to report to office at 10:30 a.m. if the timelines of 9 hours are not met, the same consequences as stated in point 2 will apply
4. **TECHNICAL & Other Functions:** You are required to report to office at 10:30 a.m.; flexibility may be granted if you have completed your 9 hours of work (e.g. employee checks in at 12:00 p.m.; if the timelines of 9 hours are not met, the same consequences as stated in point 2 will apply)

Manager Earned Leave

1. Manager Earned leaves will apply to full-time employees only (Employees under probation will not be permitted)
2. Employees who have joined us through the internship program will be able to avail this benefit only after completing 1 year in the organization
3. Approval will be based only on the employee's performance within the specified month
4. Employees with a rating of Target will not be applicable under this leave
5. Employees under PIP or on Notice will not be eligible
6. Manager Earned leaves will be approved before the start of the next month (The last date for email needs to be before 31st of the given month) no exceptions will be made post the given date
7. HR will have the authority to reverse the manager's earned leave, whether granted or denied by the present manager.

Thank you



It's Travel Time

Document Change Details

C : Created M : Modified D : Deleted							
Change Type	Date	Section of Policy	Applicable Act	Change in Policy	Creator	Reviewer	Approver
M	December 15, 23	Leave Policy	As per Maharashtra Shops & Establishments Act, 2017	Yes	Vivian Ferrao (HR)	Kumarpal Shah (COO)	Pratik Gandhi (CEO)