

## Leave Policy 2026

### Objective:

“**HOUSE OF CDC FASHION PRIVATE LIMITED**” believes that team members should have opportunities to enjoy time away from work to help balance their professional and personal lives. The Company encourages all team members to spend time with family for leisure, taking care of personal work, or rest due to medical reasons.

### Scope of the Policy:

The policy outlines the applicability, rules and procedures regarding consumption and approval of leave and applicable for all **permanent team members** of CDC.

### Office Timings:

- The standard office working hours are from **11:00 AM to 8:00 PM, Monday to Saturday**.
- **Sunday** shall be the weekly off, unless otherwise specified by the department or management.
- A **maximum buffer of 15–20 minutes** beyond reporting time is permitted, **up to a maximum of five (5) instances in a calendar month**.
- Any delay beyond the permitted buffer or exceeding the allowed instances will be **subject to deduction**, as per company policy.

### Policy Parameters:

#### General guidelines:

- Leave calendar for Leave shall be from **1st of January to 31st December**
  - Leaves will be credited on monthly basis, as per the below table
  - Team members can avail their leaves **only post confirmation** in the services or in case of an emergency subject to lead discretion. Leave entitlement and accrual shall commence from the **date of joining**.
  - Only working days to be taken as leave days. Thus, even if a weekly off or holiday is prefixed and suffixed with leave, the weekly off and any public holiday shall not be counted as leave day.
  - Team members are entitled to customary paid festivals and national holidays as outlined by the Company and displayed at the beginning of the year.
- Sick Leave shall be credited in full from the date of joining (day one). Casual Leaves & Annual Leaves are credited on a pro-rata monthly basis (0.5 Casual Leave and 1 Annual Leave every month. The remaining leave balance will be credited in two parts: half on 1st July and half on 1st December.).**



**Employees may avail leave only against the leave balance accrued up to the date of application. Advance utilization of future leave credits is not permitted. Any leave request exceeding the available accrued balance will be rejected or treated as Loss of Pay (LOP).**

- Casual Leave (CL) and Sick Leave (SL) will lapse at the end of each financial year. Any unused CL or SL balance will neither be carried forward to the next financial year nor eligible for encashment.
- Accumulated Annual leave up to a maximum limit of **5 leaves**, shall be carried forward after financial Year

Types of Leaves	Total
Casual Leave	7
Sick Leave	7
Annual Leave	12
Birthday Leave	1
Anniversary Leave	1

Process of implementation:

The policy will be effective immediately and will supersede all previous rules & regulations governing the leaves

Responsibility & Timelines:

- Leave can be availed as a matter of privilege & not individual right and will be approved depending on the exigencies of the work by the lead
- Deviations with respect to availing leave can be permitted in case of exigency (marriage, death, birth) jointly if approved by the management on the recommendation of the department lead. The total eligibility quantum however cannot be exceeded.
- Team members who are appointed during the year shall be entitled to the above leaves **on a pro – rata basis.**

Your applicable leaves will be credited in system as per your Date of Joining

For example: If an employee has joined in:

Joining Month	Calculation of leaves		
	No of Working Months	Earned leave every month	Total eligible leaves
Jan	12	2.16	26
June	7	2.16	15

**Notes:**

How to apply for the leaves:

Leaves has to be planned in advance and applied (Lead & HR)

In case of exigency, team member shall sought verbal approval from lead and HR

Lead needs to approve/reject leaves request keeping HR in loop

All leave requests has to be approved on or before 28th of that particular month for getting the same included in that month's payroll

All employees must submit their leave applications through the **Keka portal**.

Employees who do not have access to Keka are required to apply for leave via email to their **reporting manager**, with **HR (hr@crepdogcrew.com)** copied.

**Leave approvals communicated via WhatsApp or any other informal channel will not be considered valid or entertained.**

Types of Leaves:**1. Casual Leave**

- All team members are eligible for **7 working days** of casual leave in each financial year
- Casual Leave (CL) must be applied for at least **7 days in advance**. CL applications submitted with less than 7 days' notice will not be approved
- Casual leave cannot be adjusted against the notice period nor will be carried forward
- Casual leave can be availed as a unit of half day.

**2. Sick Leave**

- All team members are eligible for **7 working days** of sick leave in each financial year
- Sick leave cannot be adjusted against the notice period nor will be carried forward
- Sick leave can be availed as a unit of half day.
- **Any employee availing more than one (1) sick leave shall be required to submit valid medical proof for approval. In case an employee avails sick leave on false grounds or submits false medical proof or a false self-declaration, the employee shall be solely responsible for such act. The Company reserves the right to reject such sick leave at the end of the month and/or initiate necessary disciplinary action as per Company policy.**

**3. Annual Leave**

- All team members are eligible for **12 working days** of annual leave in each financial year
- Annual Leave (AL) must be applied for at least **7 days in advance**. AL applications submitted with less than 7 days' notice will not be approved
- Annual leave cannot be adjusted against the notice period
- Annual leave can be availed as a unit of half day.
- Privilege Leaves cannot be encashed during the employment period of the employee, but can only be encashed at the time of resignation and will be paid up with the FnF of the employee.



#### **4. Carry Forward Leave**

- Unutilized Annual Leave (AL) at the end of the financial year may be carried forward to the next financial year, subject to a maximum of 5 working days. Any leave balance beyond this limit will lapse automatically.
- Carry forward leave is applicable only to employees who have **completed at least one full calendar year** with the organization and have an **Annual Leave balance exceeding 5 days** at the end of the financial year.
- If an employee has carried forward leave from the previous or preceding financial years, the **overall maximum cap for carried forward leave shall be 15 working days**. Any balance beyond this cap will lapse automatically.
- Carry forward leave must be applied for at least **7 days in advance**. Leave applications submitted with less than 7 days' notice will not be approved.
- Carried forward leave **cannot be adjusted against the notice period**.
- Annual Leaves carried forward **cannot be encashed during the employment period** and may only be encashed at the time of resignation, along with the **Full & Final (FnF) settlement**, as per company policy.

#### **5. Maternity Leave**

- Every woman team member of the CDC shall be eligible for maternity leave of 26 weeks of which not more than eight weeks shall precede the date of her expected delivery provided woman team member has completed probation period in the organisation. Further, Maximum period entitled to maternity benefit by a woman having two or more surviving children shall be twelve weeks of which not more than six weeks shall precede the date of her expected delivery.

#### **6. Paternity Leave**

- Every male team member of CDC shall be eligible for paternity leave of 15 days from the date of delivery of the child. These leaves shall be in addition to the Annual, Casual and Sick leave allowed to the male team member.



**7. Bereavement Leave**

- All team members are eligible for a **maximum of 5 days of bereavement leave per financial year** in the event of a death in the immediate family which includes Parents, grandparents, siblings, spouse,kids and in-laws.

**8. Half Day**

- Leave for a period of more than 4.5 hours will be treated as half day and anything more than 6 hours will be treated as absent which can lead to a disciplinary action or deduction of salary for the particular day.

**9. Leave Without Pay**

- Leave Without Pay (LWP) is not an entitlement. However, in exceptional cases it may be sanctioned completely at the sole discretion of the Management of the Company.Intervening weekly offs and holidays will be counted as leave without pay.

**10. Birthday Leave**

- All employees are entitled to take 1 birthday leave on their **actual** birthday in a year. Birthday leave cannot be used/adjusted on any other day nor will be carried forward.

**11. Anniversary Leave- Anniversary leave is only applicable for married employees.**

**Note:** All married employees are entitled to either take 1 anniversary leave or 1 (wife's /husband's) birthday leave in a year.



**12. Work From Home**

- WFH Requests: Must be applied only via the KEKA HRMS portal (no calls, messages, or emails).
- **Salary Applicability:**
  - Medical reasons → 10% salary for the WFH day will be paid
  - Non-medical reasons → 50% salary for the WFH day will be paid
  - 100% salary is not applicable for any WFH day.

- WFH Task Worksheet: Must be filled and submitted by EOD for each WFH day.
- Approvals: Daily manager approval is mandatory.
- HR Reporting: Approved WFH details must be emailed to [HR@crepdogcrew.com](mailto:HR@crepdogcrew.com).
- Non-compliance: Missing approval or HR submission will result in Leave Without Pay (LWP).

**13. Overtime**

- Overtime will be considered only after completion of standard working hours.

**OT Calculation Slabs:**

- **4.5 hours of extra work** → Eligible for **Half-Day Overtime**
- **9 hours of extra work** → Eligible for **Full-Day Overtime**
- Overtime must be **applied on KEKA before starting OT**, and **prior manager approval is mandatory**.
- All overtime hours must be **properly logged and submitted** on keka.
- Overtime will be applicable only after **management review and approval**. Managers reserve the **right to reduce or cancel OT** if the logged hours are found to be inaccurate or work is not justified.
- It is the joint responsibility of both the employee and the reporting manager to ensure that overtime is applied and approved in advance on KEKA. Any overtime communicated via email, messages, or unplanned walk-ins without prior approval will not be entertained or considered.

**14. Leaves are not applicable during the Notice Period**

**15. Holiday Calendar**

S.No	Date	Day	Holiday
1	01-Jan-26	Wednesday	New Year
2	26-Jan-26	Monday	Republic Day
3	4-Mar-26	Wednesday	Holi
4	15-Aug-26	Saturday	Independence Day
5	28-Aug-26	Friday	Raksha Bandhan
6	02-Oct-26	Friday	Gandhi Jayanti
7	08-Nov-26	Sunday	Diwali
8	10-Nov-26	Tuesday	Govardhan Puja
9	11-Nov-26	Wednesday	Bhai Dooj(Half Day)
10	25-Dec-26	Friday	Christmas

**Responsibilities Regarding Leave Management****1. Responsibilities of Team Members**

- For **long leaves (more than 4 days)**, employees are required to **apply at least 30 days in advance**, after discussing with their team lead and management.
- Employees must **keep their lead informed** in case of any **extension of leave**.
- **Taking leave without prior written approval** will be considered **misconduct** and may attract **disciplinary action**, if deemed necessary.

**2. Responsibilities of Leads / Reporting Authorities**

- The immediate reporting authority must **inform the HR team** in cases of **unauthorized leave or absconding** within **three (3) days** from the start of such absence.
- Leads are responsible for notifying HR if an employee **fails to report to the office** after the sanctioned leave, within **three (3) days** from the end of the leave period.
- Leads must ensure all leaves are regularized by the **28th of every month**.



### **3. Responsibilities of HR**

- Upon receiving leave approval from the reporting authority, HR will approve the leave in the system and update records accordingly.

### **4. Review & Control**

- The leave policy will be reviewed periodically by the Internal Board.
- Any element of the policy may be modified as required.
- Updates or changes will be communicated to all employees through appropriate channels and incorporated into the subsequent version(s) of the policy.



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