



Leave policy 2022

Paid leaves

- There will be a total of **12 privilege leaves** in a calendar year.
- PL will be provided **after confirmation** on a pro-rata basis.

Sick leaves

- A total of **6 sick leaves** will be provided in a calendar year.
- SL will be provided **after confirmation** on a pro-rata basis.
- For Sick leave applications, team members will have to take approval of their reporting manager, and apply in KEKA. *Leave will be considered only after it is applied for in KEKA and approved.* If this procedure is not followed, then strict action will be taken.
- If any team member is taking sick leave for **more than 2 days**, they will be asked to **submit the medical certificate** for the same.

Encashment

- **PL + SL** both are eligible for encashment.
- Encashment bifurcation:
 - Completed **<4 years** in the month of December 2022 = **9 leaves** encashment
 - Completed **>4 years** in the month of December 2022 = **12 leaves** encashment
- Encashment will be provided to the team members who will be on payroll with the company in the month of December.

Leave application

- Every leave must be a planned leave:
 - For a upto 2 days leave – Apply before 3 days
 - For a 3 to 7 days leave – Apply before 15 days
 - For a 8 or more days leave – Apply before 30 days
- If leaves are not applied in the above manner, it will be considered as Unplanned leave:

Unplanned leave	Deduction
Half day	Full day
Full day	1.5 leaves
2 days	3 leaves
3 days	4.5 leaves
4 days	6 leaves
5 days	7.5 leaves
6 days	9 leaves
7 days	10.5 leaves

- Maximum 10 consecutive leaves will be allowed to anyone, which will include Saturday, Sunday and other public holidays.
- Each leave should be a planned leave and it must be approved by the Project Manager at the time of Kick - off meeting or Sprint planning.
- In case of sick leave, team members will have to apply in KEKA and seek approval from the reporting manager.

Sandwich leaves

- If any leave is taken between Saturday, Sunday or Festival Holiday, then the sandwich rule will be applicable.
- If half a day is taken before and after the Holidays, sandwich rules will be applicable.

Leave approval

- Team members working on a same project have to make sure that more than one team member is not on leave for the same day or days, for that every team member should coordinate with other team members or Project Manager.
- *No planned leave of more than 3 days will be approved in the month of November.*

Short / Emergency leave

- No short leave is provided by the company in any case to any team members, including the remote team. If there are power outage issues, then remote team members need to apply for half day or full day leave according to the timings of the power cut.

Working on Saturdays

- If there is any event or celebration organized on Saturdays, then all team members have to attend it. In case any team member is not able to attend, it will be considered as leave. Such celebrations will be announced in advance.
- If the defined task(s) are not completed within working days, then the project manager can ask team members to complete it on Saturdays or Sundays.
- The Company may arrange brainstorming discussions on Saturdays, which generally includes project managers and tech leads. All invited members will have to attend the discussions. It may be online or at the office and will be announced in advance.

Timings

- Office Timings:
 - Shift 2 : 9:00 AM to 6:00 PM
 - Shift 1: 10:00 AM to 7:00 PM
- Lunch Timings: 45 mins
- Every Saturday is a holiday

List of Public Holidays

No.	Holiday	Date	Day
1	Makar Sankranti	14th January	Friday
2	Republic Day	26th January	Wednesday
3	Dhuleti	18th March	Friday
4	Independence Day	15th August	Monday
5	Raksha Bandhan	11th August	Thursday
6	Janmashtami	19th August	Friday
7	Anant Chaturdashi	9th September	Friday
8	Diwali Day 1	24th October	Monday
9	Diwali Day 2	25th October	Tuesday
10	Diwali Day 3	26th October	Wednesday
11	Diwali Day 4	27th October	Thursday
12	Diwali Day 5*	28th October	Friday
13	Christmas	25th December	Sunday

**Saturday 22nd October, 2022 will be a full working day*

Working days

2022

Saturdays : 53

Sundays : 52

Public Holidays: 12

Paid leaves : 18

Total working days : **231**

2021

Saturdays : 28

Sundays : 52

Public Holidays : 12

Paid leaves : 24

Total working days : **249**