



## **LEAVE POLICY – INDIA**

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**DOCUMENT CONTROL**

<b>DOCUMENT NAME</b>	Leave Policy - India
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**AUTHORISATION**

<b>Process Owner</b>	<b>Reviewed By</b>	<b>Authorised By</b>
Name : Radhakrishna	Name : Lavanya V, Arnab Basu	Name : Bipin P
Signature:	Signature :	Signature :

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## **1. PURPOSE AND OBJECTIVE**

This leave policy (“Policy”) defines the leave entitlements and procedures of Invenio Business Solutions (“The Company”) in India.

## **2. SCOPE AND COVERAGE**

The provisions of this policy will govern all employees in India, unless specified otherwise. All references/ clarifications/ questions regarding interpretation of any provision can be made to the HRD department. The Company’s decisions on all such matters shall be final and binding on the employee. All references to the masculine gender are intended to include, depending on the context, feminine gender also.

All leaves are subject to approval of the reporting manager and needs to be applied and processed in the HRMS.

## **3. DEFINITIONS**

- Leave Year: Year in which leaves are allotted, the leave year in India runs from January 01 to December 31 of the year.
- Pro-rate credit: employees joining Invenio before 15<sup>th</sup> of the month will get full credit of leave for the month and those joining later will get no credit for that particular month.
- Working Days: Monday to Friday would be considered as working days or a schedule determined by project schedule.
- Leave; This refers to one full day of normal working hours
- Manager: This refers to the individual to whom employee reports
- LOP: Loss of Pay

## **4. PUBLIC HOLIDAYS**

- Employees are entitled to public / National holidays. These are in addition to the Annual Leave entitlement.

- The list of public and National holidays may change every year. The applicable list of holidays for the Leave Year will be published on the HR Management System and on the SharePoint.
- If a public or National holiday occurs within the Annual Leave period, it will not be counted as part of the Annual Leave Entitlement.
- If a public or National holiday occurs on a weekend, no additional ‘Work Off’ day will be provided to the employee”.

## **5. EARNED/ ANNUAL LEAVE**

Annual leave provides an opportunity to the employee to take a break from work and spend time on personal as well as leisure activities with family and friends.

### **Annual Leave entitlement**

- All employees are entitled to an annual leave of 21 days per year this will be prorated based on the date of joining.
- Employees are not entitled to use their annual leave till he/she completes the probation period as applicable. In specific circumstances this may be granted at the discretion of the management
  - Marriage of employee or his/her sibling
  - Sickness leading to hospitalization of employee or his/her dependent
  - Examination, convocation which employee needs to attend
- The company reserves the right to require employees to take annual leave at specified times.

### **Annual Leave Carry forward**

- Employees must avail all annual leaves during the leave year. If the employee is not able to avail annual leave during the leave year, a maximum of 10 days can be carried forward automatically.
- Leaves carried forward can be accrued up to a maximum of 60 days.
- On termination or retirement of employment, employees shall be entitled to salary in lieu of any accrued but unutilized leave, including the carry forward leave of the previous year.

**Leave Encashment**

Leave Entitlement accrued for every employee can be encashed as follows:

- Encashment of Annual leave is entitled only during the time of separation or retirement and is limited to 60 days, payable as per the basic pay.

**Leaves more than leave entitlements**

- Any leave availed more than the employee's leave entitlement shall be treated as days without pay namely Loss of Pay days. The deduction from monthly salary for such LOP days shall be calculated as set out in the policy.
- Leave without pay is granted to an employee in exceptional personal circumstances when no other kind of leave is admissible/ available.
- All days including public holiday and weekends if in between LOP will also be considered as Loss of Pay.
- All requests for LOP days must be approved by the respective manager and shall be done so on case by case basis. Unapproved LOP leave can be taken up for a disciplinary action as per applicable rules.

**Leaves during notice period**

- Leaves are not admissible during notice period. Management may permit the same at their discretion under exceptional circumstances.
- Employee cannot set-off the accumulated leave balance against the notice period.
- This is required to ensure smooth knowledge transfer and transition to the employee taking over the tasks/ work components.

**6. MATERNITY LEAVE**

- A working woman shall be entitled to a maternity leave of 26 weeks including the period before and after date of delivery. The probable date of delivery shall be determined by a medical certificate authenticated by a health agency. This is applicable up to first two children.
- This leave is admissible for eight weeks before and eighteen weeks after the delivery including intervening holidays and weekly offs.

- A woman employee who has completed a service period of 80 days or more shall be entitled to maternity leave with full pay.
- Maternity leave cannot be taken for half a day or in increments of less than one full day.
- Maternity leave may also be granted in case of miscarriage on production of medical certificate for a period not exceeding 6 weeks immediately following the day of miscarriage.
- Provisional leave application must be submitted at least one month in advance to availing the same so as to enable work planning and transition.
- Maternity leave can be combined with other kinds of leave.

## **7. PATERNITY LEAVE**

- This leave would be subject to a maximum of 3 working days each for birth of a child, limited to first two children
- This leave can be availed within 3 months before or after the child's birth.
- The employee should apply for this leave in advance & should submit birth certificate in support thereof.
- This leave is not available for accumulation

## **8. BEREAVEMENT LEAVE**

In an unfortunate event of bereavement in the immediate family, an employee would be eligible for leave as per terms given below:

- This would be limited to a maximum of 3 working days for both men and women employees. The immediate family is defined as spouse, children, parents & parents-in-law.
- The company reserves the right to ask the employee to produce a copy of the death certificate or other supporting document.
- This leave is not available for accumulation