



LEAVE POLICY - MAURITIUS

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DOCUMENT CONTROL

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AUTHORISATION

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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 Mauritius.

2. SCOPE AND COVERAGE

The provisions of this policy will govern all employees in Mauritius, 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 Mauritius runs from January 01 to December 31 of the year.
- Pro-rate credit: employees joining Invenio before 15th 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 scheduled determined by the project allocation.
- Leave; This refers to one full day of normal working hours
- Manager: This refers to the individual to whom employee reports
- Worker: as per Workers right Act 2019: ‘A worker means a person who enters or works under an agreement other than a contract of apprenticeship, whose basic wage or salary is at a rate not exceeding 600,000 rupees in a year’.
- 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. ANNUAL LEAVE

Annual Leave entitlement

- Employees shall not be entitled to annual leaves till he/she completes the probation period as applicable – which is set as 6 months. 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
- Every employee who remains in continuous employment for a period of 6 consecutive months, shall be entitled to 1 day’s annual leave during each subsequent month up to the 12th month, while he/she remains in continuous employment.
- Annual leave entitlement is 22 (20+2) days per year as per Section 45 of the “Workers Rights Act 2019” upon completion of 12 months of continuous employment.
- Annual leave entitlement for any given leave year from the date on which such entitlement starts will be prorated upto end of the year, which is 31st Dec.
- As per section 45 of the workers right act, half of the annual leave period shall be fixed by the employer and the other half by the worker. Accordingly, the leave entitlement shall be reflected on the employee portal as 11 days effective

01st Jan and the other half (11 days) shall be reflected as from 01st July of any calendar year.

- The company reserves the right to require employees to take annual leave at specified times.

Annual Leave Carry forward

- Employees not in the category of worker 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 5 days can be carried forward automatically and used before 31st March of next leave year. Same will lapse if not availed.
- 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 the unused portion for that particular year.
- On annual basis: Where an employee in the category of worker has not taken or been granted his entitlement, he shall be paid a normal day's wage in respect of each day's leave still due to him at the end of the calendar year.
- On annual basis: When an employee is not in the category of worker (annual salary below 600000 MUR), he/she is not eligible for leave encashment.
- 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.

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. SICK LEAVE

- An employee shall not be entitled to any paid sick leave during the initial 6 months.
- An employee who remains in continuous employment for a period of 6 consecutive months, shall be entitled to 1 day's sick leave during each subsequent month up to the 12th month, while he remains in continuous employment with that employer.
- An employee who completes 12 months of continued service, shall be entitled to sick leaves not exceeding 15 calendar days, successive or otherwise:
- Sick leave can be taken for half day.
- Employee must notify reporting manager by telephone as soon as possible and in any event no later than 0900 hrs on the first day of sickness. If manager is unavailable, employee should contact the HR Manager. If employee is physically incapable of making that telephone call, he/she must ensure that someone else calls on their behalf.
- Employees can accrue unused sick leave, with no upper limit. (Note: The previous cap of 90 days was removed in August 2023). Such leave can be used only where the employee has exhausted the sick leave provided for a calendar year and has thereafter been granted sick leave for time wholly spent or for convalescence purposes after discharge from a hospital or other medical institution

respectively. The sick should be duly certified by a medical practitioner which may be deducted from the accumulated sick leave and shall be on full pay.

- The accumulated sick leave shall not get reflected on the portal, but shall be recorded and available for using under conditions explained in para above.
- Where an employee remains ill for more than 3 consecutive working days, such employee should furnish a medical certificate to the HR or reporting Manager without fail:
 - On the 4th day of absence or
 - where the employee is admitted to a hospital within 3 days following discharge.

7. MATERNITY LEAVE

- A working woman shall be entitled to a maternity leave of 14 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.
- Where a female employee suffers a miscarriage which is duly certified by a medical practitioner, she shall be entitled to 3 weeks' leave, followed by an additional 5 days' leave, both on full pay, immediately after the miscarriage.
- Where a female worker gives birth to a stillborn child, she shall, on production of a medical certificate, be entitled to 14 weeks' leave on full pay.
- A female worker who reckons less than 12 months' continuous employment shall be entitled to a maternity leave of 14 weeks without pay.
- A female worker who has completed a service period of one year or more shall be entitled to one-time maternity allowance of MUR 3,000.
- Maternity leave cannot be taken for half a day or in increments of less than one full day.
- A female employee shall be entitled to a break of 1 hour or 2 breaks of 30 minutes each per day for the nursing of her unweaned child, for a period of 6 months from the date of confinement or such longer period as a medical practitioner may recommend, and the period of the break shall not be deducted from the number of hours of work of the employee.
- Provisional leave application must be submitted at least one month in advance

to availing the same so as to enable work planning and transition.

8. PATERNITY LEAVE

- A male worker who is continuous service with the company for a period of 12 consecutive months prior to birth of the child is entitled for this leave.
- This leave would be subject to a maximum of 5 working days each for birth of a child,
- A male worker who reckons less than 12 months' continuous employment with an employer shall be entitled to the leave Article 53(4) without pay.
- 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.

9. VACATION LEAVE

- An employee who has been in continuous service with the company for 5 consecutive years shall be entitled to vacation leave of not more than 30 days (Paid leave), whether taken continuously or otherwise.
- Any subsequent eligibility period of 5 years shall be computed after the employee resumes work after vacation leave.
- The computation of the period of 5 consecutive years shall start as from 24 October 2019.
- The vacation leave under this section shall be deemed to constitute attendance at work and shall not be cumulative.

10. SPECIAL LEAVE(S)

An employee who has been in 12 months of continuous service with the company, he/she shall be eligible for:

- 6 working days special leave on full pay on the occasion of the celebration of his first civil or religious wedding
- 3 working days special leave on full pay on the occasion of the first civil or religious marriage of his son or daughter
- 3 working days special leave on full pay on the death of his/her spouse, child,

father, mother, brother or sister, mother-in-law, father-in-law.

- 14 weeks of adoption leave if the adopted child is less than 12 months old.

11. LEAVE TO CARE FOR CHILD, PARENTS AND GRANDPARENTS LEAVE(S)

- An employee shall be granted leave with pay to be reckoned, at his option, against any of his paid leave - any paid annual leave, sick leave or vacation leave entitlement to care having healthcare related issues for:
 - his child, including his adopted child;
 - his parents or grandparents,
- An employee shall be granted leave provided that –
 - (a) he notifies his employer on the first day of absence;
 - (b) he produces his birth and marriage certificate, the birth certificate of his or her spouse and the birth certificate of the child or adopted child, parent or grandparent, as the case may be;
 - (c) in the case of an adopted child, he produces a certified copy of the relevant Court Order and the birth certificate of the child;
 - (d) he produces, where he absents himself for more than 3 consecutive working days, a medical certificate certifying that his child or adopted child, parent or grandparent, as the case may be, has health care related issues; and
 - (e) produces such other relevant document which the company may require.
 - (f) Any request for leave with pay to care for his parents or grandparents, other than for his child, shall not exceed 10 days. In this section – “grandparent” means the mother or father of – (a) the worker’s parents; or (b) the parents of the spouse of the worker; “parent” means the mother or father of the worker or of his or her spouse; “spouse” means a person with whom the worker has contracted a civil or religious marriage.