



LEAVE POLICY - CANADA

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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 Canada.

2. SCOPE AND COVERAGE

The provisions of this policy will govern all employees in Canada, 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 Canada 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 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. 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 10 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.
- On termination or retirement of employment employees shall be entitled to salary in lieu of any accrued but unutilized leave.

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 unused leave of that particular 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. MATERNITY LEAVE

- A working woman shall be entitled to a maternity leave of 12 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.
- Maternity leave is unpaid leave.
- 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. SICK LEAVE

- This is limited to a maximum of 12 days of unpaid leave.
- The company reserves the right to ask the employee to produce a copy of the medical certificate or other supporting document.
- This leave is not available for accumulation

8. FAMILY CARE LEAVE

- This is limited to a maximum of 12 days of unpaid leave.
- The company reserves the right to ask the employee to produce a copy of the medical certificate or other supporting document.
- This leave is not available for accumulation