

## **PART I LEAVE POLICY**

### **1. DEFINITIONS**

In the policy, unless otherwise mentioned, the words used will be defined as follows:

A. The **"Company"** means Dhyey Consulting Services Pvt. Ltd.

B. **Employee** means employees on roll of the company, except:

- Those on Deputation to DCSPL from another Company/organization.
- Casual/part-time/temporary employees paid from contingencies.
- Trainees.
- Those governed by separate rules by contract of service.
- Any other person or class of persons who may be specifically excluded under the policy.

C. **Competent authority** in relation to the exercise of power means.

<b>Sr.</b>	<b>Authority</b>	<b>Subject Matter of authority</b>
I	Sahil Amin, Nilesh Mandani, Nilesh Panchal	<ul style="list-style-type: none"><li>• In relation to grant of leaves, official leave, on duty memo, to employees.</li></ul>
II	Sahil Amin, Nilesh Mandani, Nilesh Panchal	<ul style="list-style-type: none"><li>• In relation to all employees for grant of extraordinary leave</li></ul>
III	Sahil Amin, Nilesh Mandani, Nilesh Panchal	<ul style="list-style-type: none"><li>• For grant of Maternity leave, Accident &amp; disability leave of any employee.</li></ul>

D. **Completed year of service** means continuous period of service in the Company including period spent on authorized leave.

E. **"Continuous service"** for a specified period means the service rendered under the company for that period without any break & includes periods spent on duty as well as on leave including extraordinary leave

## **2. GENERAL CONDITIONS GOVERNING THE GRANT OF LEAVE**

- A. Grant of leave to an employee shall depend on the exigencies of the company and may be granted at the discretion of the competent authority. The competent authority may at his discretion shorten, revise, refuse the leave applied for or revoke leave already granted.
- B. Employee desirous of obtaining leave shall apply to the competent Authority in advance in the prescribed manner and such leave can be availed only if it is sanctioned, except in cases of emergency or in case of illness to the satisfaction of the competent authority. Leave application for more than three days of leave for illness is read to be supported by medical certificate, of NO LEAVE SHALL BE SACTIONED BY THE COMPETENT AUTHORITY UNTIL ITS ADMISSIBILITY OBTAINED IN THE PRESCRIBED LEAVE FORMAT.
- C. Application for leave shall be made sufficiently in advance except in emergent circumstances.
- D. Employee proceeding on leave shall inform the competent authority, of his address and contact number during the period of leave. In absence of such information, it will be deemed that detail furnished for the employee registration will be final and any communication made to such address will be deemed to have been received by an employee.
- E. Employee desirous of extending the leave shall make an application in writing with reasons to the competent authority sufficiently in time to reach the letter before the expiry of leave already granted and shall not avail of the same before it is sanctioned. If the application for extension of leave is on grounds of illness of the employee, it shall be accompanied by the certificate from the qualified registered medical practitioner.

The competent Authority who receives an application for extension of leave may at his discretion, grant the extension asked for or grant it for or lessen period or refuse the extension. The employee will have to enquire as to whether the extension of leave has been sanctioned and if so, for what period or whether it has been refused. If the application for extension of leave is on grounds of illness and is not accompanied by a medical certificate, it shall be open to the competent authority to refuse it or ask for medical certificate in support of his illness, as the case may be.

- F. An employee, who remains absent without authorisation or who overstays the period of leave originally granted or subsequently extended, shall be subject to disciplinary action.
- G. Recall from leave - An employee may, in exigencies of work be recalled to duty before the expiry of his leave.
- H. Sundays, Holidays and weekly off - Holidays and/or weekly off occurring at the either ends of leave shall not be counted as part of leave. Any kind of leave (except casual leave) may be availed of in combination with or in continuation of any other kind of leave.
- I. Setting off of leave towards Notice period - Where an employee resigns his post of his own volition and is required to give notice under the terms and conditions of his appointment or deposit pay and allowances for the

specified rules, the employee may be permitted solely at the discretion of the competent authority, to set-off the privilege leave admissible to him on the date of leaving service towards the notice period to the extent possible.

- J. Appropriate time leave will be granted in case of voting during elections.

### **3. TYPE OF LEAVE –**

**The following types of leave shall be admissible to the employees**

- I. Casual Leave
- II. Privilege Leave
- III. Sick Leave
- IV. Maternity Leave
- V. Short Leave
- VI. Accident & disability leave
- VII. Compensatory Off

#### **I. Casual leave -**

- a) Casual leave shall be admissible to an employee of the company at the rate of 04 days for each completed calendar year of his service.
- b) For the first year of service, Casual leave shall be admissible as follows.
  - For those who join during the first quarter of the year. : 04 days
  - For those who join during the second quarter of the year. : 03 days
  - For those who join during the third quarter of the year. : 02 days
  - For those who join during the fourth quarter of the year. : 01 day
- c) CL shall be treated as duty for all purposes such as fixation of pay, grant of increment, payment of salary etc.
- d) Casual leave cannot be combined with any other kind of leave enumerated in clause 3 above, except short leave. Separation of casual leave from any other kind of leave by holiday or weekly off or absence etc. will be treated as combination of two types of leave and this will not be allowed.
- e) Casual Leave can be availed while employee is on Official tour.
- f) Unutilised casual leaves at the end of calendar year would lapse.
- g) Unutilised casual leaves cannot be encashed.

#### **II Privilege Leave -**

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- a) Privilege leave shall be admissible at the rate of 01 day for every 25 days presence for employees, provided employee has worked for minimum 180 days in a previous calendar year.
- b) In calculating the working days for purpose of determining the eligibility for the privilege leave, half day or more shall be treated as full day and less than half a day shall be omitted.
- c) Privilege leave will have to be applied for in advance, except in emergent situations.
- d) At the beginning of every year, each employee shall give his head of the department the period when he would prefer to take privilege leave. The head of the department will sanction leave taking into view the exigencies of work.
- e) Privilege leave cannot be combined with casual leave.
- f) An employee shall be allowed to avail privilege leave not more than Four times in a calendar year. And will have to avail minimum three leaves on any one occasion.
- g) In the event of an employee quitting the service of the company either by resignation or on attaining the age of superannuating or as a result of disciplinary proceedings or otherwise, he shall be entitled to avail of the entire period of privilege leave earned by him up to the last day of his duty.
- h) During the period of privilege leave, an employee shall be entitled to the same pay as would be payable to him had he been on duty.
- i) Unutilised privilege leaves at the end of calendar year, up to maximum of 30 days can be accumulated and carried forward.
- j) In very special circumstances, such as prolonged illness, an employee having no privilege leave to his credit, having regard to the merit of the particular case, may be granted advance PL.

## III SICK LEAVE -

- a) Sick leave shall be admissible to an employee of the company at the rate of 04 days for each completed calendar year of his service.
- b) For the first year of service, Sick leave shall be admissible as follows.
  - For those who join during the first quarter of the year. : 04 days
  - For those who join during the second quarter of the year. : 03 days
  - For those who join during the third quarter of the year. : 02 days
  - For those who join during the fourth quarter of the year. : 01 day
- c) Unutilised sick leaves at the end of calendar year can be accumulated & carried forward (upto a maximum of 16 days).
- d) Application for the grant of sick leave for 3 days or more must be supported by a medical certificate from the qualified medical practitioner.

- e) Sick leave can not be combined with casual leave.
- f) Unutilised sick leaves can not be encashed.

#### **IV MATERNITY LEAVE -**

- a) Maternity leave shall be admissible to a Female employee of the company for a maximum period of 85 days in respect of any one confinement of which 14 days or more could be taken prior to the delivery depending upon the individual needs but should not be more than 42 days, duly supported by a Medical certificate.
- b) Such leave for a period not exceeding 42 days may also be granted in the case of miscarriage or abortion, duly supported by a Medical certificate.
- c) During the period of Maternity leave, the employee shall be entitled to the same pay as was admissible to her on the day immediately preceding the date of commencement of such leave.
- d) Maternity benefit shall be applicable to the female employee who has actually worked for a period of not less than twelve months immediately preceding the date of her expected delivery.

#### **V SHORT LEAVE -**

Employees are entitled to avail short leave up to maximum of four hours in a calendar month. Employee may avail these hours maximum on four occasions in a calendar month.  
It can be clubbed with Casual Leave.

#### **VI ACCIDENT AND DISABILITY LEAVE -**

- a) A Competent authority may grant accident and disability leave to an employee, who is disabled by injury unintentionally inflicted or caused in or in consequence of, or accidentally incurred in or in consequence of, due performance of his official duties, or in consequence of his official position, provided that such disability is not a result of his own wilful negligence. Such leave shall not be debited to the leave account.
- b) Such leave shall not be granted unless the employee has reported the accident at the time of its occurrence and the disability manifests itself within 01 month of that occurrence.
- c) Provided that the limit of 01 month may be relaxed by the competent authority on merits, if is satisfied as to the cause of disability.
- d) Accident and disability leave may be combined with any other kind of leave other than casual leave. Accident and disability leave shall be granted on the recommendation of the Company's Medical Officer/ Consultant, and the period of leave shall be such as is certified by him to be necessary for the recovery of the employee.

## **VII Compensatory Off -**

- a) Employees in technical - staff category, worked for full day on any off day, in any calendar month, - with prior approval of appropriate authority, may avail Compensatory off within period of and before expiry of subsequent calendar month. In case of less than full day work on any off day employee may accumulate these extra hours worked during any calendar month and may avail the compensatory off within period of and before expiry of subsequent calendar month.
- b) For employees referred above may accumulate the approved extra hours worked on regular days, during any calendar month and may avail the compensatory off within period of and before expiry of subsequent calendar month.
- c) Any accumulated extra hour of work remaining un-utilised till expiry of subsequent calendar month would lapse.

## **4. ADVANCE OF LEAVE SALARY**

The authority competent to sanction leave, may grant an advance of leave salary equal to the pay drawn immediately before proceeding on privilege leave to an employee proceeding on privilege leave for a period of 15 days or more, subject to deduction on account of income-tax, provident fund, recovery of advances etc.

## **5. CLARIFICATIONS**

Cases of doubt regarding the interpretation and applicability of this policy & procedure shall be referred to the Competent Authority.  
In case of any ambiguity, decision of this authority would be final & binding.

## **6. RELAXATION**

The authority competent shall, in their discretion, be competent to relax the rules in particular case, where, in their opinion, the circumstances justify relaxation.

## **PART II**

## **LEAVE PROCEDURE**

### **1. Casual leave/ Privilege leave:**

Prior to proceeding on Casual Leave/ Privilege Leave and in accordance with the policy there for, an employee would file a leave request on Employee Portal and get it approved by appropriate authority.

In case of an emergency, employees may avail casual leave without prior sanction, however, in such case; employee would file a leave request on Employee Portal & get leave approved soon on resuming duty but not later than last day of the month.

### **2. Sick leave:**

Employee on sick leave will inform the competent authority either in writing or on phone about the same and circumstances therefore and obtain verbal approval.

Employee shall file a leave request on Employee Portal and get the same approved by competent authority soon on resuming the duties but not later than last day of the month. In case of sick leave of more than three days a medical certificate will be produced.

### **3. Maternity Leave:**

In case of any female employee, a leave request be filed on Employee Portal to appropriate authority. Applicant shall submit such further documents/ certificates as may be required by the competent authority to dispose off the application.

### **4. Short Leave:**

While on duty, employees may require to:-

#### *a. Proceeding on short-leave*

Employees would require filing a Leave request on Employee Portal and getting it approved from appropriate authority prior to proceeding on short-leave. The credit of short leave balance should be verified, prior to proceeding on short-leave.

#### *b. Proceeding on Official Duty*

Employees requiring to leave office for official work/ who happens to be on duty outside the office, would file a request in Employee Portal and get it approved from appropriate authority prior to preceding for the official work.

### **5. Accident & disability leave:**

In event of occurrence of accident an employee shall forthwith report to the competent authority over the phone and shall attend the medical attention at hospital/ dispensary for further treatment.

On the basis of & in accordance with the advice of the report from the hospital in writing, eligible accident leave shall be granted to the employee by the appropriate authority.

### **6. Compensatory Off:**

An employee can claim compensatory off for the authorised extra hours of work to the extent and in accordance with the policy therefore.

Employee shall obtain approval of competent authority for the extra hours worked. The claim for the compensatory off for accumulated extra hours shall be submitted prior to the end of the calendar month.

### **7. Rejection of applied leaves not admissible under the policy:**

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Competent authority while approving the leaves shall verify the admissibility of the same under the policy provisions. In event of oversight, the same shall be rejected/ modified and the applicant will be intimated.





**1. Why privilege leaves are required to be utilised only on certain no of occasions and in certain manner?**

Various types of leaves are made available to you in an organisation to facilitate your different leave needs. Casual & Sick leaves are meant to meet the unplanned exigencies and in accordance with the provisions, these may be availed for unplanned needs, whereas utilisation of Privilege leaves needs to be planned.

This is necessary for ensuring smooth operations of an organisation on one hand and to ensure utilisation of leaves by all the employees on the other hand – this is possible only if every employee in given department/ function, plan their leaves in a way that operations of his/her department is not hampered. This necessitates the need for discipline across organisation on number and manner in which these leaves are utilised. Planning for leave utilisation is as essential as planning for work, assignments, projects and activities of every function in organisation.

**2. Why there has to be ceiling on unutilised privilege leaves/ sick leaves accumulation?**

Leaves are meant for their utilisation for the purposes for which they are designed. Accumulation is provided up to a limit keeping in mind that in certain situation, say prolonged illness, you may need certain leaves beyond the number of leaves that are made available to you in a particular year. Number up to which such accumulation is allowed is based on assessment of such need and number of leaves that are sufficient to meet such a situation. Policy also provides for advance privilege leave for deserving cases like prolonged illness in addition using accumulated leaves.

**3. How can I decide in beginning of the year about utilisation of privilege leaves during the year? Only way I can utilise my leaves is by letting work suffer.**

Planning of leaves in beginning of the year also involve planning of work of the department during leave period. This is a collaborative exercise of you and your leave sanctioning authority. However any unplanned emergencies that may crop up – which may happen sometime may call for revision of leave planned. These matters need to be worked out mutually by you and your leave sanctioning authority. Guidance can be sought for leave planning of any function.

**4. At certain occasions I was declined to utilise leaves on planned days.**

As mentioned earlier leave planning in beginning of the year is a mutual exercise between you and your leave sanctioning authority. However, it is quite possible in an organisation that some emergencies may crop in which could not have been envisaged while planning – which may some time call for revision of leave planning. Except for such emergencies attempt should be made to adhere to the leave planning.

**5. Why can I not be paid cash equivalent of unutilised leaves?**

As mentioned earlier leaves are meant for their utilisation for the purposes for which they are designed. It is not appropriate to treat unutilised leaves as mean for compensation.

**6. I do not need to utilise available leaves each year as a result unutilised leaves beyond ceiling limits gets lapsed and I tend to loss.**

As mentioned earlier leaves are meant for the purpose for which they are designed. Utilising available leaves – in planned and organised manner, is recommended and is good for your physical & mental health. However, just in case for some reason you did not need leaves in a particular year, you may accumulate it up to a limit under the policy. Non utilisation of leaves in a particular year is your choice. Leaves can not be looked at in terms of profit or loss.

**7. Due to non-utilisation of leave beyond ceiling limit for accumulation, I am forced to avail unutilised leaves in last months of the year.**

Absence of planning for leaves or non-adherence to planning or revision thereof may lead to non-utilisation of leave during substantial period of a calendar year. Such non-adherence to planning or revision of planning can not be corrected by rushing for leave utilisation during last months of the calendar month by large number of employees. Such practice can not be encouraged.

**8. I am hesitant to utilise my leaves in earlier part of the year and wish to save them for utilising for unforeseen circumstances like prolonged illness that may arise in later part of the year.**

Policy provision for allowing accumulation of both privilege and sick leaves put together are sufficient to meet the unforeseen situations like prolonged illness. Policy also provides for advance privilege leave for deserving cases like prolonged illness in addition using accumulated leaves.