

FEUJI LEAVE POLICY

Objective

To outline the policy and guidelines for leaves and to provide a framework for permitting and administration of leaves.

Scope –

All employees who are on full-time employment with Feuji.

Employees on probation are not entitled to leaves, any absence would attract Loss of Pay.

Leave cycle – January to December, leave would be accrued in the 1st week of every month.

Carry Forward Leaves –Privileged Leaves can only be carried forward. Up to a maximum of 25 leaves

Leave Application – Employees are not allowed to apply for leave in advance for the subsequent year. Example – To apply for leave to be taken in January of next year, an employee needs to apply for the leave in January of next year and not in December of the previous year.

Where to apply for leaves - Leaves must be duly applied in Leave application via HRSTOP. The leave must be approved by the manager through HRSTOP only.

Note: In future, Management may replace HRSTOP. Leaves may be applied in the new system as communicated by HR.

Leave Encashment – Only Privilege Leave is encashable. Encashment is allowed only at the time of cessation of employment up to a maximum of 25 days. No other leave is encashable. Any balance over and above 25 days will lapse.

The encashment will be made on the **Total Base compensation** (Total basic component)

Pay-out per day will be calculated based on calendar days in the year. Leave encashment is paid along with the Full and Final Settlement.


Feuji Software Solutions Pvt. Ltd.

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A stylized orange logo consisting of two slanted parallel bars.

Types of leaves available for an employee

Privilege leave

All confirmed employees are eligible for 24 days of Privilege Leave annually, which needs to be accumulated monthly. Every Month 2 PLs gets accrued in the employees leave balance.

Accumulation of Privilege Leave –

1. A maximum of 10 leaves can be carried forward to the next year during the first-year tenure with the organization to a maximum cap of 25 days. Anything more than 25 days accumulated will lapse.

Timings/Intimation for Leave –

2. Privilege Leave must be taken with prior approval from the Supervisor/Manager. Email approval must be taken from the Supervisor/ Manager at least 7 days in advance.

Application –

3. Privilege Leave must be applied on the appropriate HRMS Tool (HR STOP). Post application, the employee must ensure that the leaves applied are approved by their immediate supervisor defined on HRSTOP. This activity needs to be completed prior to availing leave.

4. **Eligibility –**

A maximum of 10 working days' leave can be availed at once. Any leave beyond 10 working days would follow the approval process.

Note – To ensure that deliverables are not hampered. Business Continuity processes are maintained.

Half-day leave can be availed.

Other Leave Categories

The below leave categories are available to all Full-time permanent Employees of the company.

Bereavement Leave (BL)

3 working days leave for death in Employees Immediate Family.

Immediate Family – Parent, Spouse, Children, Siblings, Spouses Parents, and spouse Siblings.

Paternity Leave (PL)

Entitled to 3 working days leave at the birth of newborn. This leave should be availed within a period of 6 months from date of Birth of newborn. No part utilization allowed. Paternity leave will lapse after 6 months from the date of birth.

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Criteria –

Paternity Leave could be availed in respect of first two children only.

Documents needed – Discharge Summary / Birth Certificate / Doctor Certificate

Maternity Leave (ML)**Eligibility –**

Entitled to 182 calendar days of paid maternity leave, out of which not more than 56 days can precede the date of Delivery / Expected Date of Delivery. Maternity Leave will be granted for employees who have worked at least 80 days with Feuji in the last 12 month, any extension will be allowed for a maximum of 2 months with loss of pay.

Medical Ex gratia –

Employees eligible for maternity leave are also eligible for a Medical Ex Gratia of INR 3500/-, upon submission of duly filled physical documents within stipulated time of 30 days from Date of Birth of child. **PI note this is subject to Tax.**

Documents needed –

FORM 2 – Duly filled, as available with HR must be attached with the Leave application.
Birth certificate copy of the child.

Intervening Public Holidays and Weekends during the leave period shall be counted as leave.

Miscarriage or MTP (Medical Termination of Pregnancy) –

15 Calendar days leave with pay from date of miscarriage.

Please Note – Public Holidays / Weekends intervening are leaves.

Leaves for illness arising out of pregnancy, delivery, premature childbirth, miscarriage, MTP.

In addition to relevant leave, an additional 15 working days' leave with pay.

Documents Needed and process-


The doctor attested medical records.
HR evaluates approvals from Manager.

Adoption Leave –**Eligibility –**

Legal Adoption of a child

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1. **Below 3 months by Virtue of surrogacy or legal adoption –**
90 Calendar Days leave with pay from the date of handover of child.
2. **Child below 1 year –**
60 Calendar Days leave with pay from the date of handover of child.
3. **Child above 1 year –**
30 Calendar Days leave with pay from the date of handover of child.

Sabbatical Leave -

Approved absence from work to enable pursue personal objectives such as studies / Medical Emergency / treatment. It is unpaid for a pre-determined period (max 120 days).

Eligibility for Sabbatical Leave –

24 months in the company.

Should not have utilized sabbatical in the company before

Cannot undertake any form of work during this period.

Not for a period less than 1 month.

Needs an approval from the Feuji Management and the company's decision is final.

No leaves will get accrued during the sabbatical period.

Sabbatical leave can be applied only when the other category leaves (EL / PL and Casual L are exhausted).

Notes -

Benefits will continue – For Gratuity calculation, Sabbatical leave period will be included.

Insurance will continue.

Will not be a part of annual appraisal cycle.

Criteria –

- All pending payments like salary advances, insurance deductions for parents should be closed.
- All assets to be surrendered – ID cards / dongles / company laptops / company manuals, soft tokens.
- Employees will receive a sabbatical leave confirmation letter post all approvals from manager and HR.

Unauthorized Absence –

Any employee who does not report to work for more than 3 consecutive days without any intimation, is considered as unauthorized absence. and treated as breach of discipline.

The manager should immediately update HR about unauthorized absence.

Necessary disciplinary action would be initiated by HR which may also include termination of employment.

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Unpaid Leave –

Excess Leave applied than existing leave balance is deemed as Leave Without Pay (LWP). LWP can be applied against zero balance.

Comp – Offs -

- In case of business emergencies employees may be required to work on company holidays or weekly offs and avail comp offs upon approval from manager
- Employees can avail a maximum of 2 comp offs in a month.

Disclaimer - People working at client locations will follow the client holiday calendar.



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