

LEAVE POLICY

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LEAVE POLICY

Purpose – To provide leave for employees to meet their personal exigencies and to reenergize themselves.

Applicability – This policy shall define and state procedures relating to leave available for all employees of Ideasson.

The leave coverage will consist of,

- Privilege Leave (PL)
- Casual Leave (CL)
- Sick Leave (SL)
- Loss of Pay (LOP)
- Maternity Leave (ML)
- Paternity Leave
- Relocation leave
- Compensatory Off
- Bereavement Leave

Leave Calendar - 01st January - 31st December

	Casual Leave (CL)	Sick Leave (SL)	Privilege Leave (PL)
Entitlement	12 days per annum	12 days per annum	12 days per annum
Credit in HR System	<ul style="list-style-type: none"> • 1 leave per month, credited in HR system on 1st of every month • For all employees 1 CL will be credited every month (from subsequent month of joining) • Joiners after 15th of the month will be eligible for .5 leave credit during subsequent month • If an employee is on leave for 25 days or more in a payroll month (CL/SL/PL/LOP or combination of all), he /she will not be eligible for CL credit for that month • Employees on ML are eligible for CL credit 	<ul style="list-style-type: none"> • 1 leave per month, credited in HR system on 1st of every month • For all employees 1 SL will be credited every month (from subsequent month of joining) • Joiners after 15th of the month will be eligible for .5 leave credit during subsequent month • If an employee is on leave for 25 days or more in a payroll month (CL/SL/PL/LOP or combination of all), he /she will not be eligible for SL credit for that month • Employees on ML are eligible for SL credit 	<ul style="list-style-type: none"> • 1 leave per month, credited in HR system on 1st of every month • For all employees 1 PL will be credited every month (from subsequent month of joining) • Joiners after 15th of the month will be eligible for .5 leave credit during subsequent month • For employees who are above 1 year of service as on 1st December of each year PL balance after encashment if any will be carry forwarded and 1 day will be credited as PL in every subsequent month. • If an employee is on leave for 25 days or more in a payroll month (CL/SL/PL/LOP or combination of all), he /she will not be eligible for PL credit for that month
Accumulation	No accumulation is allowed	No accumulation is allowed	48 days including the leave credit of immediate previous year
Encashment	Encashment is not allowed	Encashment is not allowed	<ul style="list-style-type: none"> • Applicable for employees in all bands. • Auto encashment of leaves over and above 48 at the end of each leave calendar ie 31 December.

			<ul style="list-style-type: none"> This is subject to Tax and will be paid along with January Salary each year
On Separation – All confirmed employees	Not Applicable on Separation	Not Applicable on Separation	Entire leave to credit can be encashed
Accounting of Intervening Holidays	Prefix, Suffix, Intervening Leave	weekends & Public Holidays will not be treated as	
Salary considered for Encashment Whilst in service	<ul style="list-style-type: none"> Last drawn Gross Salary (excluding Monthly Bonus and PBVP) will be considered Calculation as follows: • Last Drawn Gross Salary / 30 days * No. of CL days at credit 	Not Applicable	<ul style="list-style-type: none"> Last drawn Basic Salary will be considered Calculation as follows: • Last Drawn Basic Salary / 30 days x No. of PL days at credit
On separation a) If employee gives notice and works for the full notice period b) If employee absconds without notice / gives notice and does not work for the complete notice period	Not Applicable	Not Applicable	Last drawn basic salary / 30 days x no. of PL days at credit (including PL earned for current year on pro rata basis) <ul style="list-style-type: none"> Last drawn basic salary / 30 days x no. of PL days at credit (including PL earned for current year on pro rata basis) after deducting PL for waiving of notice period
Availing Leave During Notice Period	<ul style="list-style-type: none"> For emergencies leave may be granted for very short duration subject to sanction by HOD 1 Day CL per month can be availed during notice period (NP) & extension of Notice period is not required for such leave days. i.e. Any leaves beyond 2 days of CL in a 60 days of notice may be asked to extend based on business need / permitted on a case to case basis without extension of NP by respective Functional Heads based on the situation 	<ul style="list-style-type: none"> For emergencies leave may be granted for very short duration subject to sanction by HOD 1 Day SL per month can be availed during notice period (NP) & extension of Notice period is not required for such leave days. i.e. Any leaves beyond 2 days of SL in a 60 days of notice may be asked to extend based on business need / permitted on a case to case basis without extension of NP by respective Functional Heads based on the situation 	<ul style="list-style-type: none"> For emergencies leave may be granted for very short duration subject to sanction by HOD If employee avails more than 1 day leave during notice, he/she may be asked to extend notice period for the leave days based on business need.
Minimum leave allowed at a time	0.5 Day	0.5 Day	1 Day
Combination with other Leave	Can be combined with SL, PL	Can be combined with CL, PL	Can be combined with CL, SL
Advance Credit of Leaves	Not Allowed	Not Allowed	Not Allowed

Loss of Pay (LOP) Leave

- LOP is also an authorized form of leave and has to be applied and approved through HR System.
- LOP can be applied in the absence of non-availability of other eligible leave to employee's credit.

- LOP will also include intervening holidays and weekends.

Maternity Leave (ML)

Maternity Leave is paid as per the Maternity Benefit Act, 1961.

The Amendments:

- Maternity Leave will be for 26 weeks (182 days).
- Employee can proceed on ML 8 weeks prior to the expected delivery date as certified by Doctor.
- Employees who currently have two (surviving) or more children shall be entitled to maternity benefits of 12 weeks, out of which not more than six weeks shall precede the date of delivery
- A commissioning mother (our employee), who wishes to get embryo implanted in another woman; and a woman (our employee) who legally adopts a child up to the age of three months, will be considered as the 'insured woman'; and shall be entitled to maternity benefits of 12 weeks from the date of handing over of the child after birth to the commissioning mother, and from the date of such adoption, as the case may be
- If an employee resigns from employment during Maternity Leave without resuming duty, the benefit shall be extended only up to the last day of the employment with the Company.
- The woman employee can proceed on maternity leave up to a maximum of 8 weeks but compulsorily 1 week before the delivery date. The woman employee must compulsorily avail 8 weeks of maternity leave after the delivery date.
- The maximum leaves permitted under maternity are 06 months. Any extension/exception on the policy to be approved by Head of HR. Extension of maternity leave beyond 6 months is applicable only for confirmed employees with a minimum service of 6 months.
- Employee will not be eligible for PL credit during Maternity leave.
- For the purpose of Maternity or Miscarriage / Medical termination of Pregnancy intervening weekends / holidays will be calculated as leave days.
- In case of miscarriage or medical termination of pregnancy for any reason, the number of days of leave will be limited to 6 weeks (42 continuous days) from the date of such occurrence. Application for ML of this nature should be supported with a proper medical certificate.
- Employees desirous of availing ML have to fill up maternity application form & Form A available with HR BP and submit the same along with doctors certificates, stating expected date of delivery.
- HR will validate the documents & apply ESI or ML as applicable in HR System on behalf of employee. The same will be auto approved.
- Proof of birth certificate or Discharge summary copy has to be submitted post-delivery.

Note: To avail maternity benefits under ESIC, the employee should have contributed to ESI for not less than 84 days in immediate proceeding two consecutive periods (April to Sept & Oct to March) prior to actual or expected date of delivery.

Paternity Leave

All confirmed male employees are eligible for Paternity Leave of 5 working days for the birth or adoption of a child.

- Employees desirous of availing this benefit must provide Birth certificate or discharge summary of the child to respective HR.
- Discharge summary is entertained only in absence of birth certificate & same should have name of mother, date of birth of child & authorised seal & sign of the Registered Medical Practitioner.
- Paternity Leave will be credited and the same has to be applied in HR System & sanctioned by reporting authority before proceeding on leave.
- This leave must be taken within 60 days from the date of birth of the child or adoption and all five days should be availed at one stretch.
- This leave is not eligible for encashment or accumulation.
- This leave will be available twice during the tenure of service.
- Employees having two children will not be entitled to this benefit.

Leave on Transfer (Business Purposes)

- In case of business transfer or relocation, an employee can avail of travel leave up to a maximum of 3 working days, excluding the number of days of travel.

- Relocation leave will be credited by HR based on approval from HOD
- Employee has to apply & get the same approved in HR system
- This must be availed within 03 Months of relocation.
- This leave is subject to discretion of management.

Compensatory Off

- Compensatory off is permitted to employees who are authorized to work on a holiday or on a weekly off by the respective department heads/Manager's for exigencies of work.
- An employee can also avail comp off first and work on a later date subject to business requirement based on the approval of the HOD.
- Compensatory off to be availed within 90 days of such extra work and accumulation of Compensatory off for more than 90 days is not permitted i.e. the same will get lapsed.
- Compensatory Off has to be applied and approve only through HR System.
- Employees till Band (Grade), is eligible for Compensatory off

Bereavement Leave (BL)

The Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees to be with their families in times of personal loss or grieving. Bereavement leave is granted for making funeral arrangements, attending the funeral and burial, paying respects to the family, dealing with the deceased's possessions and will, and any ancillary matters that employees must address when a loved one / immediate family member dies.

Eligibility: All active employees on roll. Guidelines:

- Employees are allowed up to three consecutive days off (excluding weekly off / holidays) from regular scheduled duty with regular pay in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, son-in-law, daughter-in-law, brother, sister. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative. Classroom trainees will be eligible for only 1 day paid off.
- Employees are allowed one day off from regular scheduled duty with regular pay in the event of death of the employee's, brother-in-law, sister-in-law, grandparent, grandchild or spouse's grandparent. To be eligible for paid bereavement leave, the employee generally must attend the funeral of the deceased relative.
(Note: Any relative other than mentioned may be considered upon evaluation of Management referencing the Pre-Employment Application Form or Employee Family Status Update Form submitted to the HR Department.)
- In case of more than one (1) death at the same time, Bereavement Leave benefit shall be treated as one and not extended for each member separately.
- This benefit is forfeited if not availed within fifteen (15) days from the date of death. This is noncumulative and non-commutable to cash.
- In case additional time off required, Bereavement Leave can be clubbed with another type of leave ie CL/PL or Loss of pay based on the approval from the reporting manager.

Procedure

- An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.
- Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements.
- Employee may apply for bereavement leave upon returning to work. However, prior notification and approval from the immediate superior must be made.
- Employee's supervisor should notify the same to HR team for attendance monitoring purpose & crediting the applicable no. of leaves along with the following details: nature of the leave, reason/other information supporting the said leave, date/s leave to be taken and date reporting back for work.
- A death certificate / relevant proof from the hospital must be submitted as support to avail this benefit. However, respective head of the department / BU may approve for crediting leaves based on the instance of personal visit by the supervisors/ HR/colleagues to the hospital / home/ funeral site etc.
- HR may also demand for other pertinent documents such as Birth Certificate or Marriage Contract to prove affiliation to the deceased etc on a case to case basis before crediting bereavement leave. If not applicable, HR shall refer to the employee's personal records for consideration.

- Upon notification / request by the supervisor, HR team shall also apply leave on behalf of employees during the attendance cycle closure dates to avoid LOP after validating the supporting documents. Prior to attendance closure dates, employee can apply and get it regularized on returning to work. (HR team to use their discretion and decide on whether HR to apply leave on employee's behalf / employee can apply on reporting back depending on the dates).

Application for leave

Any employee who desires to avail leave must apply for leave through the HR System and obtain the approval of the immediate superior / approving authority.

General Guidelines

- Leave is earned by duty and it cannot be claimed as a matter of right.
- All leave is subject to approval by the immediate approving authority / Head of the Department. Any leave, including Loss of Pay leave, without proper authorization will be treated as unauthorized absence and will be dealt with accordingly.
- For the purpose of computing leave, the year will be reckoned from 1st January to 31st December each year.
- Any communication to an employee not on duty will be sent to his/her last known address available on the Company's records. It will be the responsibility of the employee to inform the Company of any change in his/her residential address.
- The company reserves its right to refuse, postpone, revoke or curtail leave as exigencies of the company's work may require.
- Employees are not eligible for leave credit if they were on continuous 25 days leave (CL/SL/PL/LOP or ML) during the previous month (26th to 25th payroll cycle).