



# LEAVES AND HOLIDAYS POLICY 2020

Version 1.0

[www.c3m.io](http://www.c3m.io)

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# Leaves and Holidays Policy

## 1. Leaves

All employees of C3M shall be entitled to the following leaves in a calendar year:

Leave Type	Number of Leaves (in a calendar year)
Casual Leave	12
Earned Leave	12
Paternity Leave	3

### Casual Leave

- All Employees are eligible for 12 Casual Leaves in a calendar year. In case of Employees joining after 15<sup>th</sup> January, Casual Leaves will get credited on a pro-rata basis.
- These leaves will not get carried forward. Unavailed leaves will lapse at the end of the calendar year.
- Not more than two casual leave should be taken at a time except in case of exigencies.

### Earned Leave

- All Employees are eligible for 12 Earned Leaves in a calendar year.
- The Earned Leaves will accrue at the rate of 1 leave per month.
- Up-to a maximum of 30 days of Earned Leave can be accrued by an employee.
- Upon an employee accruing a total unavailed Earned leave of 24 days at the end of a calendar year, employee has the option of encashing such Earned Leave by the end of the corresponding financial year.

### Paternity Leave

- Male employees are entitled to Paternity Leave for a maximum of 3 days in the days preceding or following the birth.
- It can be availed with the approval of the Reporting Manager.
- This benefit is restricted to a maximum of two children only.

## 2. Holidays

All employees of C3M will have 8 fixed holidays and 2 restricted holidays. The restricted holidays proposed to be taken by an employee must be communicated to the reporting supervisor and the HR team atleast 30 days in advance.

Bangalore		
January 1	New Year's Day	Holiday
January 15	Makara Sankranti	Holiday
February 21	Sivarathri	Restricted
March 21	Ugadi	Holiday
April 6	Mahaveer Jayanthi	Restricted
April 10	Good Friday	Restricted
May 1	May Day	Holiday
May 25	Ramzan	Restricted
October 2	Gandhi Jayanthi	Holiday
October 26	Vijayadasami	Holiday
November 16	Deepavali	Holiday
December 25	Christmas	Holiday
Cochin		
January 1	New Year's Day	Holiday
February 21	Sivarathri	Restricted
April 10	Good Friday	Restricted
April 14	Vishu	Holiday
May 1	May Day	Holiday
July 31	Bakrid	Holiday
August 31	Onam	Holiday
September 2	Sree Narayana Guru Jayanthi	Restricted
October 2	Gandhi Jayanthi	Holiday
October 10	Milad-i-Sheriff	Restricted
October 26	Vijayadasami	Holiday
December 25	Christmas	Holiday

- In the event Ramzan falls on a weekday, it will be Restricted Holiday.

### 3. Work From Home

C3M does not have a work from home policy, however employees may be permitted to work from home in case of emergencies subject to prior written approval of the reporting supervisor.

#### General

- No two types of leaves can be combined together.
- Except in case of emergencies, all leaves will have to be pre-approved by the reporting supervisor in writing or via the HRMS system.
- No leave or work from home request will be considered approved, unless there is a written approval from the reporting supervisor with a copy to the HR team.
- The reporting supervisor or the HR team may at their discretion reject a request for leave where such leave will adversely affect the business.
- The HR team may at its discretion revise this policy from time to time.
- Any failure to comply with this policy will entitle the management to take appropriate disciplinary actions against the Employee.
- This policy applies only to full-time permanent employees of C3M.
- In the event of any inconsistency between this policy and the terms and conditions of employment, this policy will prevail.