



Document No. : 001/09/2024

Title: Leave and Attendance Policy

Version	Description	Prepared By	Approved by	Date
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# **Leave Policy**

## **A. OBJECTIVE**

To grant leave to employees with the good intention of providing rest, recuperation of health and fulfilling social obligations.

## **B. CONTACT INFORMATION**

To enable smooth workflow and to avoid any confusion during our regular course of work, one needs to inform HR and their respective Reporting Manager. For Sick, Emergency or Short Leave you have to inform your respective Reporting Manager (via phone or email) and apply on the portal, failing to do so shall be marked as Leave Without Pay.

## **C. APPLICABILITY**

- Sanctioning of leave is at Management's discretion based on the exigencies of business or the seriousness of the case.
- This updated leave calendar is from **January 1, 2024, to December 31, 2024**.
- Leave policy may be modified/added time-to-time as and when required, by the company.
- The 15 days are accrued from the day of joining on a pro-rata basis i.e. **1 Privilege leave and 1 Casual leave** for every Month of service from January 1, 2024.
- Any leave (i.e. Privilege/Casual) should be intimated to HR and your respective Reporting Manager. Informing peers or anybody else will be treated as Loss Without Pay (LWP).
- For new employees, leave is calculated on a pro-rata basis.
- This leave and attendance policy allows trainees to take one casual leave per month on a pro-rata basis.

## **D. TYPES OF LEAVES**

- Privilege Leave (PL)
- Casual Leave (CL)
- Short Leave (SL)
- Leave without pay (LWP)
- Marriage Leave
- Maternity Leave
  - Miscarriage Leave
  - Abortion Leave
- Paternity Leave
- Compensatory Off (CO)

#### **E. PRIVILEGE LEAVE (PL)**

- All employees except trainees are entitled to a total of **24 days** in a calendar year, i.e. **12 Privilege Leaves and 12 Casual Leaves, which would be credited based on the joining date.**
- The **15 days** are accrued from the day of joining on a pro-rata basis i.e. **2 leaves** for every completed month of service from January 1, 2024. **3 working days prior notice is required to avail Privilege Leave.**
- It is up to the management's discretion to sanction more than 4 days of leave at a stretch.
- National / Festival / Declared / Weekly off days can be prefixed and/or suffixed to PL. Intervening national / festival / declared holidays will not be counted in PL.
- In Case of any privilege leave which is not intimated/ approved **3 working days prior will be treated as LWP.**

#### **F. CASUAL LEAVE (CL)**

- Casual Leave is a leave when any employee can take off from work in case of any emergency or illness.
- All employees are entitled to a total of **12 Casual Leave days** in a calendar year from the day of joining on a pro-rata basis i.e. **1 leave** for every completed Month of service from January 1, 2024.
- Trainees are entitled to take a total of 6 Casual Leave during the training period from the day of joining on a pro-rata basis i.e. **1 leave** for every completed Month of service.
- In case of leaves of **3** or more days due to medical reasons, the employee needs to produce a medical certificate/doctor's prescription on the day of rejoining the office.
- Employees should be intimate to HR and their respective Reporting Manager always via phone or email, informing peers or anybody else will be treated as LWP.

#### **G. SHORT LEAVE**

- All employees except trainees are entitled to **3 short leaves** in a month, **after that** it would be marked as **LWP half day**.
- In case of any emergency, the employee can take a short leave i.e. **He/ She can come 2 hours late** from starting shift time or can go **2 hours** before the shift ends but must complete his/her weekly working hours.
- Must inform HR and Reporting Manager (Both).
- Short leaves can not be carried forward.

#### **H. LEAVE WITHOUT PAY (LWP)**

- LWP can be availed by an employee when no other leave is available but must be approved.
- During the period of LWP, the employee is not entitled to any pay or allowance.
- A maximum of **One Month** of LWP can be availed on the approval of the management on genuine medical/ emergency grounds. Post that employee shall be terminated without any notice
- If the employee fails to report to duty on the specified date after the sanctioned LWP, it is

deemed that the employee has abandoned his service with the company on his own accord, he/she won't be eligible for any outstanding payments whatsoever.

- LWP can be implicated on disciplinary grounds with regard to attendance/late coming/uninformed absence from **work** by the management regardless of the availability of the other types of leave.

#### **I. MARRIAGE LEAVE**

- All confirmed employees are eligible to take off for 7 working days for their own marriage.

#### **J. MATERNITY LEAVE**

- As per the Maternity Benefit Act 2017, to be eligible for maternity benefits, a woman must have been working as an employee with RedDoorz for a period of at least 80 days in the past 12 months.
- Employees are eligible to take off for 26 weeks, each maximum for 2 deliveries. Under the Maternity Benefit Amendment Act, this benefit could be availed by women for a period extending up to 8 weeks before the expected delivery date and the remaining 18 weeks can be availed post-childbirth. Excess leave thereafter must be applied from Paid Leave if any.
- In case of maternity leave, the employee must submit an application/request at least 10 weeks in advance to HR and RM with the expected date of delivery.

#### **K. MISCARRIAGE LEAVE**

- In case of miscarriage or medical termination of pregnancy, an employee on production/submission of the prescribed proof to HR in the form of a medical certificate from a registered medical practitioner will be entitled to leave with pay, for a period of 6 weeks immediately following the day of her miscarriage or medical termination of pregnancy. Miscarriage means the expulsion of contents of the uterus at any period prior to or during the 26th week of pregnancy. This leave can be availed on approval from HR and RM.
- Medical termination of the pregnancy should be one that is advised by the doctor/medical practitioner.
- Medical termination of the Pregnancy for the purpose of this policy shall mean the termination of pregnancy as permissible under the provisions of the Medical Termination of Pregnancy Act, 1971. in terms of the applicable provisions of the Medical Termination of Pregnancy Act, of 1971, a pregnancy may be terminated by a registered medical practitioner:
  - Where the length of the pregnancy does not exceed twelve weeks,
  - Where the length of the pregnancy exceeds twelve weeks but does not exceed twenty weeks, if not less than two registered medical practitioners are, of opinion, formed in good faith, that the continuance of the pregnancy would involve a risk to the life of the pregnant woman or of grave injury to her physical or mental health; or
  - There is a substantial risk to the child to be born, would suffer from physical or mental abnormalities and be seriously handicapped.
  - Where any pregnancy is alleged to have been caused by an unfortunate act, and the

same has been presumed to constitute a grave injury to the mental health of the pregnant woman.

- However, the aforesaid benefits will not apply if the termination of pregnancy is voluntary and accordingly leave cannot be claimed under this policy.

#### **L. ADOPTION LEAVE**

In case of the adoption of a child, the employee will be entitled to continuous paid leave, depending on the age of the child, if the employee declares himself/herself as the primary caregiver.

Leave entitlement:

- 26 weeks - If the age of the child is up to 1 year.
- 12 weeks - if the child is more than 1 year and less than 3 years of age.
- 6 weeks - if the child is more than 3 years and less than 5 years of age.
- 4 weeks - if the child is 5 years of age and less than 8 years.

The Employees will be entitled to the above-mentioned leave durations for taking care of stepchildren, as well.

The adoption of a child must be through licensed agencies. To avail of the benefits under this category, the employee is required to submit a copy of the registered adoption deed and/or proof of childbirth prior to availing of the leave.

If the employee can't furnish the aforesaid documents prior to availing of leaves, he/she may provide a written declaration via email to HR & RM for submitting the necessary documents as and when the same becomes available. In case the employee is not able to provide the required documents within the timelines as suggested by him/her in the declaration, the adoption leave provided will be adjusted from the employee's leave balance subsequently

The employee should apply for adoption leave at least 8 weeks in advance and can be availed on approval of HR and RM

An employee who legally adopts a child following due procedures will also be entitled to include the child as dependent under relevant Company policies.

***Please Note: Please Note: Any weekly off or Company Holiday that falls during Maternity leave, Maternity Leave extension, Miscarriage leaves and Adoption leave is counted as part of the respective leave period and will not give rise to any additional leave or payment.***

***\*\*In the unfortunate event of the demise of the mother at the time of childbirth, the father will be entitled to take 26 weeks of continuous paid leave to take care of the Child.***

#### **M. PATERNITY LEAVE**

All confirmed employees are eligible to take off for 5 working days, each maximum for 2 children.

#### **N. COMPENSATORY OFF**

##### **Applicability**

- If an employee is required to work on any important assignment on a National holiday/

- Festival, he/she is eligible for Compensatory off on any other working day.
- Official approval/notification in writing is required from the manager / HR to work on such a National / Festival. No compensatory offs will be entertained when worked on these days due to pending deadlines or without proper approval/notification to the manager / HR.
- Employees can club Compensatory Off with Privilege Leave (PL), and Sick Leave (SL) only when pre-approved (if applicable).
- Only two days of compensatory offs can be combined and availed at a stretch.

### **Carry Forward**

- Employees will be allowed to carry forward **Privilege leaves** into the new calendar year.
- Any leave balance except privilege leave by the closing hours of December 31st will automatically be forfeited.

## **O. CANCELLATION / EXTENSION of LEAVE**

### **Cancellation of Leave:**

The manager/HR can also cancel the **once-sanctioned** leave on a situational / need basis. If an employee proceeds to avail of the cancelled leave, then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied and will be treated as misconduct on the part of the employee (**Leave Without Pay**).

### **Extension of Leave:**

As it is necessary to get prior approval for leave, it is also for extension of leave. The employee has to apply to HR for an extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as absence from duty and misconduct on his/her part (**Leave Without Pay**).

## **P. ABSENCE from WORK (WITHOUT INTIMATION/ APPROVAL)**

- The days of absence will be treated under Leave without Pay (**LWP**). When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.
- The employee has to report to HR and his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again.
- If an employee is absent from duty continuously for more than **2 days** (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the HR department will be sent to him asking to report to duty and to provide an explanation for his absence.
- Based on the enquiry any action deemed fit would be taken by the management.
- If there is no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the company on his own accord and recorded accordingly will be treated as Absconding, he/she won't be eligible for any outstanding payments whatsoever and relieving documents.

## **Attendance Policy**

- The Company expects its employees to be regular and punctual. Absenteeism and tardiness place a burden on the entire Organization.
- The organizational work timings are from **9.30 am to 6.30 pm**.
- All employees have to report a maximum of **30 minutes** starting shift time with a grace time of **30 minutes**.
- In case of any emergency employee can report a maximum of **2 hours late** from starting shift time, **3 times a month** by informing **HR and his/her reporting manager (Both)**, from the 4th time it would be marked as **LWP half day**.
- The manager is responsible for answering if his respective team member is working late beyond 9:00 PM.
- The attendance (time in & time-out for each day) is to be captured with the biometric system installed in the facilities. If it is not working for any reason, please drop an email to the HR at same time.
- It is **mandatory to punch in & out** for recording attendance while entering and exiting from the office facility on a daily basis. All the single-time entries in the biometric system will be considered **half-day unless regularized**. An employee can regularize only three instances of missing time in or time out in a month.
- One should avoid coming late to the office. However, at times there are factors which are beyond one's control which leads to an employee arriving late in the office. On the other hand, we also need to maintain the sanctity of the office decorum.

**Disclaimer:** The Company reserves the right in its absolute discretion to abolish the Policy at any time or to alter the terms and conditions. Such discretion may be exercised any time before; during or after the Policy year is completed.



Following is the calendar for the Holidays in 2024.

**Holiday Calendar**

Date	Holidays
Monday, 1 January	New Year
Friday, 26 January	Republic Day
Monday, 8 March	Mahashivratri
Monday, 25 March	Holi
Friday, 29 March	Good Friday
Thursday, 11 April	Eid Ul Fitar
Thursday, 15 August	Independence Day
Monday, 19 August	Raksha Bandhan
Wednesday, 2 October	Gandhi Jayanti
Friday, 1 November	Diwali
Monday, 4 November	Bhai Dujh
Friday, 15 November	Guru Nanak Jayanti
Wednesday, 25 December	Christmas

**Holidays falling on weekends:**

Date	Holidays
Saturday, 22 April	Eid-UI-Fitar