

## **Guidelines On Leave & Holidays**

### **Objective:**

- To enable employees to meet contingencies.
- To re-energize themselves and also to attend to their personal needs.

### **Applicability:**

- All employees working on the rolls of organization.

### **Modalities:**

#### **Types of Leave & Eligibility:**

S.No.	Type of Leave	Eligibility in a Calendar Year	Accumulation Permitted
1	Casual (CL)	12 Days	No
2	Sick (SL)	06 Days	Up to 18 Days
3	Earned (EL)	15 Days	Up to 45 Days
4	Maternity Leave	As per Maternity benefits Act	
5	Special Leave	Discretion of Management	
6	Loss Of Pay (LOP)	Discretion of Management	

- No Leave is en-cashable.
- No leave can be adjusted towards notice period at the time of resignation.
- For counting number of days during leave only working days will be considered. Holidays, weekends in between will not be counted as part of leave.
- Leave taken in excess of eligibility will be treated as Leave on Loss of Pay.

### **Trainees / Interns:**

- Trainees/Interns will be eligible only for Casual Leave.
- Leave credited 50% at the time of joining and balance after 6 months on prorate basis.
- Un-utilized Casual Leave will be lapsed automatically at the end of the calendar year.
- Trainees will be credited with 50% of EL on completion of 12 months of service with PSS.
- On completion of 24 months they will be regularized along with other employees.
- The immediate superior will be the sanctioning authority for Leave.

## **Operational Guidelines:**

### **Casual Leave**

- All regular employees are eligible for **12 working days** Casual Leave every calendar year.
- Casual Leave will be credited to an employee's leave account at the beginning of the year or at the time of joining the organization as appropriate.
- Casual Leave will be credited on pro-rata basis for an employee joining during the calendar year.
- Un-utilized Casual Leave will be lapsed automatically at the end of the calendar year.
- Casual Leave can be prefixed or suffixed only with weekly off or approved holidays.
- Casual Leave cannot be combined with any other type of leave.
- Casual Leave cannot be availed for more than 3 days at a stretch on any one occasion.
- The immediate manager will be the sanctioning authority for Casual Leave.

### **Sick Leave**

- All regular employees are eligible for **06 working days** of Sick Leave per calendar year.
- Sick Leave will be credited to an employee's leave account at the beginning of the year or at the time of joining the organization as appropriate.
- Sick Leave will be credited on pro-rata basis for an employee joining during the calendar year.
- Sick Leave in excess of 3 days should be duly supported with medical certificate from a Registered Medical Practitioner. The company reserves the right to get an employee on Sick Leave re-examined by the company's Medical Consultant.
- Holidays and weekly-off days occurring during the period of the Sick Leave will not be counted as part of the leave.
- An employee not reporting for duty for more than one day on account of sickness must immediately send information of the sickness in writing indicating nature of illness, probable period of absence and address for communication.
- The immediate superior will be the sanctioning authority for sick leave.

### **Earned Leave**

- For all employees Earned Leave will be calculated at the rate of 1 day for every 21 days completion of service.
- All employees who have completed 12 months of service in the Company will be eligible to 15 days of Earned Leave per calendar year.

- An accumulation of up to a maximum of 45 days will be permitted. Earned Leave in excess of these limits will be lapsed at the end of the calendar Year.
- In the case of newly recruited employee, pro-rata Earned Leave earned during the first calendar year of employment will be credited to his account.
- Earned Leave will be taken for a minimum of four days. Earned Leave can be availed at the maximum three times in any calendar year.
- Intervening holidays and weekly off during a sanctioned period of EL will be not be accounted as Earned Leave.
- In normal circumstances, Earned Leave cannot be extended beyond the sanctioned period.
- All employees should proceed on Earned Leave at least once in a calendar year.
- Application of Earned Leave must be made by an employee at least 5 working days before the commencement of leave. Employees should not proceed on leave, before leave is approved by the concerned manager in writing.
- Leave earned during the year will be granted in the following year. In emergencies, the Management may at his discretion allow advance leave with pay or leave without pay.
- Earned Leave cannot be combined with Casual Leave. In case of emergency, Earned Leave can be combined with Sick Leave, if the Sick Leave to an employee's credit is insufficient to cover the period of illness.
- Earned Leave may be planned in advance, in such a manner that no two employees of the same group are on Earned Leave at the same time and even if they are, work will not suffer in any manner.

#### **Maternity Leave:**

- Women employees are entitled for this type of leave as per the Maternity benefits Act.
- Leave for miscarriage – Women employee can also avail leave on account of miscarriage, termination of pregnancy for up to a period of four weeks as a part of maternity leave as per the act, submission of the relevant medical reports/certificates is mandatory for availing this type of leave.
- For employees availing Maternity Leave only Basic salary, HRA and company medical allowance will be paid as part of salary with appropriate statutory deductions as per governing statutory rules.

#### **Special Leave**

- Any leave not in line with the above specified category will be with the approval of Management only on recommendation from the concerned functional head. Such leave will be titled 'Special Leave with Pay'.

### **Loss Of Pay (LOP):**

If an employee exhausts all the casual, sick and earned leaves entitled to him/her and still needs extended leave for personal reasons, he/she is may apply for additional leaves, hereby referred to as “Loss of Pay” (LOP).

- Employee availing LOP will have take appropriate approval from the concerned manager applying for LOP leave.
- Deduction of salary for the LOP leaves is processed as a part of the payroll.
- Any intervening weekly offs and / or Public holidays occurring during the period under this leave type would also be considered for reckoning the number of days while providing the inputs to the payroll processing.
- Any absence without intimation will be considered as “Absconding from duties” and appropriate action will be initiated.

### **Public Holidays**

- As per the statutory requirements and other governing rules, Company will publish list of public holidays at the beginning of every Calendar Year.
- These consist of the National Holidays and major festival days which totals to approximately Ten in a calendar year.

### **Note:**

1. It is the responsibility of the individual employee to track the leave balance. However, HR team will communicate on the leave balance twice a year (half yearly basis) in writing in the absence of HRIS system.
2. Leave is to be applied only in mail / HRIS system. No telephone communication / SMS are encouraged.
3. In case of emergency, phone communication is allowed but that needs to be regularized immediately on reporting back from leave.

The above guidelines can be altered at any time without prior notice solely at the discretion of the Management.