**Alkurn Technologies**

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**Policy on Leaves**

**Version: 2**

**January 2, 2019**

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**Leave Rules**

* 1. **Public Holiday (PL)**
* The Company publishes its list of Public Holidays for the ensuring year in the month of January.
* All the employees (Contract & permanent) are eligible to avail the public holidays enlisted by the Company are given under point no. 4
* Office of the Company will remain closed on Public Holidays in line with the labor law in force.
  1. **Restricted Holidays (RH)**
* The Company publishes its list of Restricted Holidays for the ensuring year in the month of January.
* All the confirmed employees are eligible to avail up to 4 restricted holidays in a calendar year enlisted by the Company are given under point no. 4
* This leave cannot be carried forward.
* Prior approval for leave must be obtained from the reporting higher authority.
* RH should be applied for at least 3 days in advance.
  1. **Casual Leaves (Earned leaves)**

**Entitlement** – 12 days in a calendar year

**Eligibility criteria** – All Confirmed Staff

**Leave Rules**

* The leave will accrue Pro-rata to the number of days worked commencing from the beginning of the calendar year. However, Management may grant leave in anticipation thereof.
* Prior approval for leave must be obtained from the reporting higher authority.
* Any leave more than 2 days at a stretch should be applied for at least 1 week in advance and any leave for 3 days or more should be applied for at least 15 days in advance.
* Leave up to a maximum of 10 days can be carried over to the subsequent financial years, but the maximum accumulation of such leave cannot exceed 25 days.
  1. **Compulsory Continues Leave (CCL)**

1. 4 days in a calendar year for all confirmed employees who completed at least 3 years in The Company
2. 8 days in a calendar year for all confirmed employees who completed at least 4 years in The Company

**Leave Rules**

* The Management will instruct the employees that application should be received till October each year for availing the Compulsory Continue leave.
* The compulsory leave will lapse if not availed, unless extended by specific approval of the Management.
* CCL should be applied for at least 20 days in advance.
  1. **Leaves during Resignation/Termination**

Once an employee submits his/her resignation and it is accepted by the Management, the employee cannot avail any leave benefit, unless otherwise, approved by the management.

1. **Leave Encashment**

**Entitlement** – If the closing leave balance is more than 15, then the employee will get the encashment with half day pay proportion.

**Eligibility Criteria** – All the permanent employees who have completed 1.5 years of service.

**Leave Encashment Rules** –

* If the closing leave balance is more than 15, then the employee will get the encashment with half day pay proportion without any application.
* Rest of the earned leaves will be carry forward to the next year’s leave balance
* Resigned employees are not eligible for leave encashment.
* The company does not allow any leave encashment during the final settlement.

1. **List of Public Holiday & Restricted holiday**

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| --- | --- | --- | --- |
| **Public Holidays 2019** | | | |
| Sr. No. | Date | Day | Particular |
| 1 | 1st January 2019 | Tuesday | New Year |
| 2 | 26th January 2019 | Saturday | Republic Day |
| 3 | 21st March 2019 | Thursday | Holi |
| 4 | 19th April 2019 | Friday | Good Friday |
| 5 | 1st May 2019 | Wednesday | Maharashtra Day |
| 6 | 5th June 2019 | Wednesday | Eid-Ul-Fitr (Ramzan Id) |
| 7 | 15th August 2019 | Thursday | Independence day |
| 8 | 2nd October 2019 | Wednesday | Gandhi Jayanthi |
| 9 | 28th October 2019 | Monday | Diwali |

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| --- | --- | --- | --- |
| **Restricted Holidays 2019 (Any 3)** | | | |
| Sr. No. | Date | Day | Particular |
| 1 | 4th March 2019 | Monday | Maha Shivaratri |
| 2 | 12th August 2019 | Monday | Eid-Ul-Adha (Bakr Id) |
| 3 | 2nd September 2019 | Monday | Ganesh Chaturthi |
| 4 | 8th October 2019 | Tuesday | Dusshera |
| 5 | 29th October 2019 | Tuesday | Diwali |
| 6 | 9th November 2019 | Saturday | Eid-e -Milad |
| 7 | 25th December 2019 | Wednesday | Christmas |

1. **Sick Leaves**

**Entitlement** – 6 days in a calendar year

**Eligibility criteria** – All Staff (Including probation staff)

**Leave Rules**

* Prior approval for leave must be obtained from the reporting higher authority.
* This leave cannot be carried forward.

**Please** **Note –**

1. All Sundays, 1st and 3rd Saturdays will be Weekly off for all the Company staff

2. Office Timing –

For Afzaal Sir’s Team - 9 am to 6.15 pm/ 9 hours need to complete every day

For Roshan Sir’s Team - 11am to 8 pm/ 9 hours need to complete every day

3. Once in a month employees can take 2 hour short leave

4. Employees can take 10 min tea break between 4 pm to 5 pm.

5. Notice period for all confirmed staff is 60 days.