

**MRCC IT HR Company Leave Policy**

**Document Control**

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| **Amendment Catalogue** | | | | | |
| **Version No** | **Amendment** | **Changes** | **Created by** | **Approved by** | **Date of implementation** |
| 1 | Creation of New Policy Document | * Total Number of leaves increased from 15 to 26. * Shift hours increased from 9 hours to 9.5 hours.  1. Comp off applicable   if working hours more than 6.5 hours on Saturday, Sunday & holiday’s.   1. Paternal leave increased to 5 days   from 3 days   1. Bereavement Leave   modified | Anam Shamim/Tejas Pitale | Rajarshi Basu/Deeptanshu Tiwari | 1. May 2019 |
| 1.1 | Updated as per the latest Leave policy and guidelines | * On Confirmation: * Consultant/ Contractual Employee * Maternity Leave * Covid emergency leave * Special Leave | Tejas Pitale | Rohit Shankar | 7-Feb-22 |
| 1.2 | Introduction ofI-donate policy &Amends in Bereavement leave | * An employee can donate his/her 1 PL or maximum 5 PL to his/her colleague * Bereavement leave changed from 3 to 5 * Consultant can take 1 leave Per Month * Amends in CO policy | Tejas Pitale | Rohit Shankar | 25-May-2022 |
| 1.3 | Optional leave amendsEarly –offLeaves on probation | * 3 Restricted holiday updated * Process to apply Early-off * Leaves applicable for Probation employees | Tejas Pitale | Deeptanshu Tiwari | 05-Sep-22 |
| 1.4 | Amends in Paid time leave off | * Paid time leave off | Tejas Pitale | Deeptanshu Tiwari | 31-Oct-22 |
| 1.5 | Earned Leave accrual | * Amends in Accrual method to bring more clarity | Tejas Pitale | Anita Joshi | 17-Mar-23 |
| 1.6 | Clarification on i-donate policy | * Details on who can donate policy | Tejas Pitale | Anita Joshi | 15 Sep 2023 |
| 1.7 | Amends in Comp off | * Capping made for Compensatory off as per Grade | Tejas Pitale | Anita Joshi | 19-Feb-24 |
| 1.8 | Amends in Paid Time Off | * Added PTO for 20,25,30 years & Updated as per the logo and branding guidelines | Tejas Pitale | Anita Joshi | 15-May-24 |
| 1.9 | Amends in EL & CL | * Mode of accruing PL & EL | Tejas Pitale | Anita Joshi | 13-Sep-24 |

**Objective:**

To define the **policy** and procedures of employees **leave** entitlements across all levels

**Scope:**

For full time employees, contractors & Consultants across all locations.

# Categories of Leaves:

Below are the different categories of leaves that are available to full time employees

1. Earned Leave
2. Casual Leave
3. Quota Based Leave
   1. Bereavement Leave
   2. Paternity Leave
   3. Paid time off Leave
   4. Leave for Adoption
   5. Maternity Leave
   6. Covid Emergency leave
4. Compensatory off [“CO”]
5. Special Leave
6. I-Donate leave
7. Optional leave
8. Early off

# Consultant/ Contractual Employee leave

All of the leaves should be applied on HRIS, and their application is subject on your Reporting Manager's approval.

# Categories:

1. **Earned Leave :**
2. Earned Leave will be calculated on a calendar year basis i.e., from January to December and will be Credited on **accrued basis.**
3. **1.5 PL** will be credited to an employee’s leave balance on the first working day of the next month
4. Earned Leave application & approval are a necessary pre-requisite for going on leave.

# Employee on Probation:

EL will be accrued in the system however the employee will be eligible to avail the same only after confirmation.

**Upon Confirmation:**

* + 1. A total of **18 days earned leave** in a calendar year are allowed to a person under a full time permanent employment [hence forth stated as “Employee”]. This will be over & above to **annual public holidays for the calendar year**.
    2. If an employee wants to use the earned leave, he/she must have leave balance in his/her account during the time. Leave taken without the leave balance will be treated as Leave without pay [LWP].
    3. All employee must **apply for leave on HRIS** and go on leave post its approval from his/her reporting manger. The Reporting manager has the right to reject, refuse, and postpone the leave, based on project schedules. All leaves taken without approval will be treated as LWP.
    4. An employee who joins the company during the first half of the month, from the 1st to the 15th, will be credited with 1.5 EL, while an employee who joins during the second half of the month will be credited with 0.75 EL.
    5. An employee can carry forward a maximum of **45 leaves** from one year to the other. Any leaves over and above beyond 45 shall lapse on the last day of the year as per calendar year.
    6. An employee at the time of exit can en-cash only up to his 18 Earned Leaves, the encashment would be on Basic salary only

# Casual Leave

**General:**

* 1. An employee will be eligible for a maximum of **8 casual leaves** per calendar year, which will be added to the employee's account at the beginning of each quarter. If an employee joins during the quarter, his account will be credited pro rata.
  2. Casual Leave can be taken for half day also. Delay in attendance is also regularized by granting CL for half day.
  3. The employee on probation will be limited to three casual leaves. Any leave taken in excess of three in probation period will be treated as unpaid leave, unless special circumstances or medical exigencies warrant an exception from management.

# Criteria & Process to apply:

* + Casual leaves are granted for certain unforeseen situation or were you are require to go for one or two days leaves, intended essentially for short periods of absence due to unexpected contingencies.
  + In these cases advance leave approval is needed.
  + Casual Leaves are not en-cashable nor carried forward.
  + Casual Leave can be granted post approval from immediate supervisor only when this can be done without inconvenience to project, and the work of the employee can be distributed and performed by the remaining staff or can be held up without inconvenience till his return to duty.

# Quota Based Leave

1. **Bereavement Leave**

An employee is eligible to take **5 continuous working days** as bereavement leave upon death of close family member(s) which includes spouse, child, mother or father and parents in law, Brother/Sister (Blood relatives).

# Paternity leave

A confirmed employee is eligible to take continuous of **5 working days** as paternity leave at stretch for a maximum of 2 times (for first 2 deliveries) during his employment.

# Paid Time-off Leave

An employee is eligible to take **Paid time leave off as per the below criteria.**

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| **Sr. No** | **No of years completed** | **Leave Eligible** |
| **1** | **5 Years** | **1 Paid time off** |
| **2** | **10 Years** | **2 Paid time off** |
| **3** | **15 Years** | **3 Paid time off** |
| **4** | **20 Years** | **4 Paid time off** |
| **5** | **25 Years** | **5 Paid time off** |
| **6** | **30 Years** | **6 Paid time off** |

**The above leaves are to be availed on continuous basis**.

# Leave for Adoption

* + Any Female employee who legally adopts a child, less than 3 years of age.
  + The Male employee, who adopts, may be entitled to paternity leave.
  + An employee is eligible to take continuous of **12 weeks** as parental leave between the period of 2 weeks prior to the date of adoption and within one month after the date of adoption for a maximum of 2 times (for first 2 children) during her employment.

1. **Maternity Leave**
2. Maternity Leave (ML) will be entitled to all female employees who have been working as an employee in an establishment for a period of not less than **eighty days** in the past **12** months immediately preceding the date of her expected delivery.
3. As per the Maternity Act, to be eligible for maternity benefit, Payment during the leave period is based on the average daily wage for the period of actual absence
4. As per The Maternity Benefit (Amendment) Act, 2017, the maternity Leave will be granted to the female employee for a period not exceeding 26 weeks for first two surviving children.
5. Maternity Leave (ML) benefit will be available only up to first 2 children.
6. This benefit could be availed by women for a period extending up to 8 weeks before the expected delivery date and remaining 18 weeks can be availed post childbirth.
7. Any Member on ML shall draw the same pay, which she would have drawn had she not proceeded on ML.
8. In case of miscarriage or if the pregnancy is terminated on medical grounds additional (paid) leave up to six weeks may be allowed.
9. Apart from the 26 weeks of paid Maternity leave, a female employee is entitled to a medical bonus of Rs. 3500/- and this will be paid within 2 months from the date of delivery of baby.
10. To claim this leave prior to expected delivery, the employee should write an email stating the date of absence from work and a certificate of pregnancy to HR basis of which they will credit the Maternity leave of 26 weeks from back end.
11. A woman who legally adopts a child below the age of three months or a commissioning mother shall be entitled to maternity benefit for a period of twelve weeks from the date the child is handed over to the adopting mother or the commissioning mother, as the case may be
12. A female employee under "The MATERNITY BENEFIT (AMENDMENT) ACT, 2017" is eligible to opt for a crèche facility provided in collaboration with the organization.
13. **Covid Emergency Leave –**
    * An employee is eligible to take a continuous 10 days of COVID emergency leave in a year in circumstances if he/she gets infected by COVID-19.
    * Balance Covid leaves if any will get lapsed for that year
    * To avail this leave, he/she needs to submit the Covid Positive RTPCR Result with the HR Post, after which HR will update the leave for the required span from the backend

# Compensatory Off [“CO”]

1. The Comp Off [“CO”] is a grant of an alternate leave to employee of MRCC IT, for having worked on a company listed public holiday, Saturday and on Sunday.
2. The extra workhours put in beyond normal daily work hours will not be compensated for any extra leave besides the existing leave balance.
3. Compensatory off leave is only applicable if the resource is working on a public holiday, weekend, or non-working day as required by the business and not to complete the pending backlog or task. Public holiday, Saturday and Sunday will be included in “CO” under certain exception like is a prolonged project efficiency which would be at least minimum of **6.5 hours** of productive work which is documented in Efficient and **approved by RM/BU Head and/or HR** for availing the Compensatory off.
4. Compensatory time off is available to employees in grades 11 through 15 only.
5. The maximum Validity of compensatory off from the date of generation will be **120 days** and can be extended on special approval from management.
6. **Special Leave:**

An on rolls employee can avail 1 additional leave either on his/her Birthday/Wedding anniversary. This leave need to be consumed in a day itself and cannot be carry forwarded.

# I-Donate Leave:

# An employee can donate his/her Earned Leave (PL) to his/her Colleague in case of medical emergency leave or Self- weeding.

# Process to Donate Leave 🡪

# Write an email to HR along with your reporting manager with the number of earned leaves (Min 1 to Max 5) that you want to donate along with the name of the employee (recipient) to whom you want to donate the leave.

# Post approval from your Reporting Manager over email HR will debit the amount of Earned leaves from your account and credit the same to recipient employee.

# Then the Recipient employee can apply the leaves via HRIS

# An employee can avail maximum 5 days of i-donate leave in a span of 1 year.

# A resigned employee cannot donate his or her leave.

# Employees on probation or PIP cannot avail this leave.

1. **Optional/Restricted leave**

Employees can avail optional leave as per the Holiday calendar shared by HR.

1. **Early-off leave:**

# An employee can avail Early –off in case if he / she wishes to leave early or come late to work in case of any Personal/Medical Exigency. This time off will be calculated automatically from his working hours. Further to be approved by his/her RM.

# Employee needs to work minimum of 7 hours for the day to avail early off.

# Maximum 2 early offs can be availed by an associate within a month ensuring that his/her average working hours (45 hours) are met within the week.

# Consultant/ Contractual Employee:

Any consultant working with MRCC IT is eligible for one leave per month from his DOJ

This leave will be accounted only post approval of manager on HRIS Portal . No leave will be carried forward on a monthly basis, and all leaves will lapsed every month.

# Exceptions: Any exceptions to the above policy will be subject to approvals from COO/HR.



# The End