



MeghTechnologies
Inspired Technology

New Leave Policy

Objective

- Employees should have opportunities to enjoy time away from work to help balance their professional and personal life.
- The Company encourages all employees to spend time with family for leisure, taking care of personal work, or rest due to medical reasons.



Employee Benefit

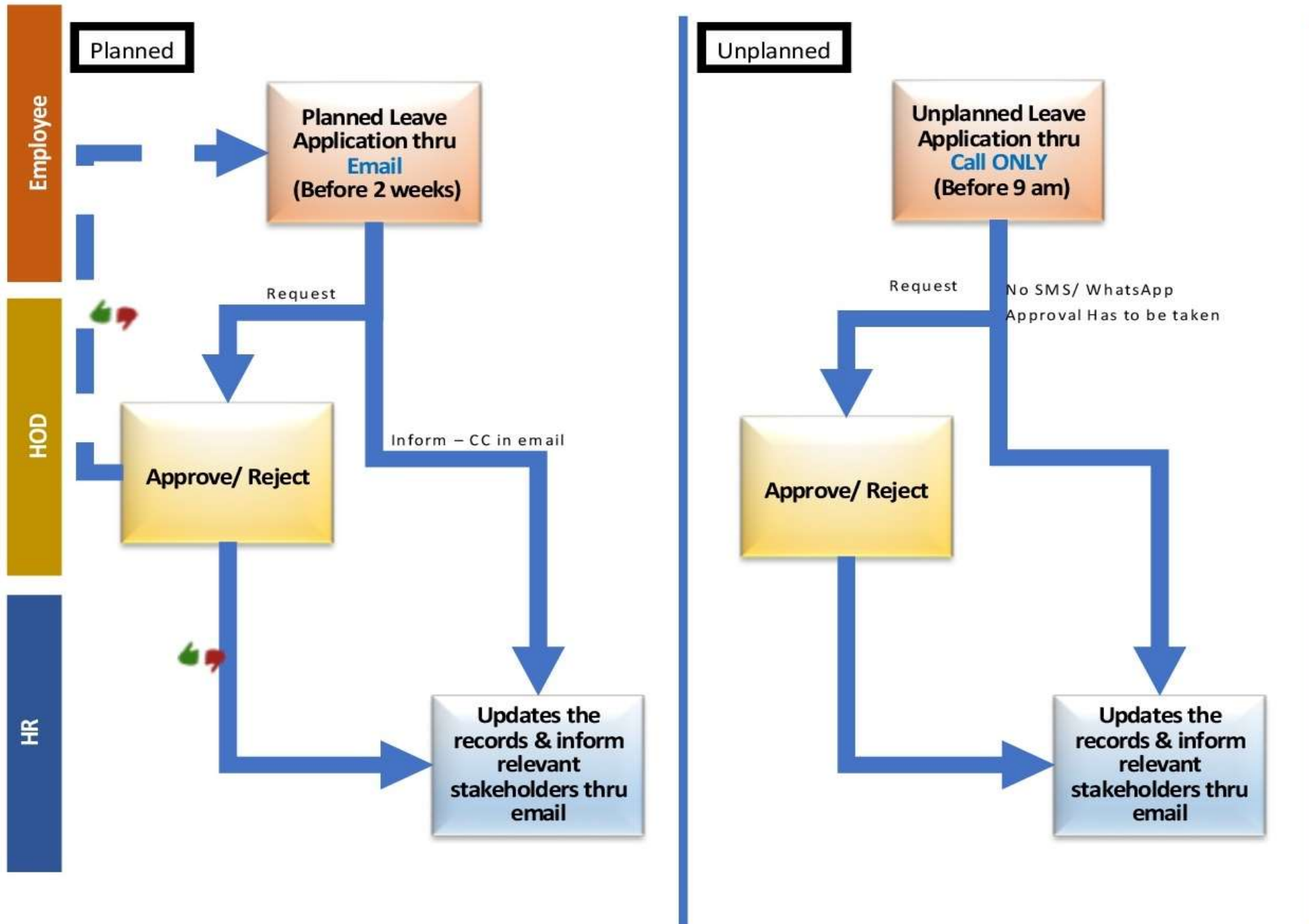
- Total Annual leave is 21 instead off 20.
- No criteria for PL and CL, There is only one leave “leave”.
- Get 2 leave every month, that will help you to plan your activity.
- For new employee, get 3 leaves for probation period which is directly accumulated in confirmation month.
- You can carry forwarded remaining leave balances at the end of year or can encash it.



Leave Protocol



SOP: Leave Application



Important

- “Leave should be requested rather just informing about it.”
- **Email** is the only way to request any types of **planned leaves**.
- All kind of leave should be applied **at least 2 week** in advance. **Only approved leaves** will be deducted from the leave balance. All non-approved leaves will be considered as “**Leave Without Pay**”.



- In unavoidable circumstances, a **telephone call or an email** to the concerned Reporting Authority or in his/her absence to the concerned Team Head should serve the purpose.
- All unplanned leaves **needs to be taken over the call/email**.
- **SMS/ WhatsApp messages are not considered** and leaves availed will be considered as “Leave Without Pay”.



- Prepare a handover plan and submit it to the HOD at least 2 days before availing planned leaves.
- In such cases, the employee should ensure that the **written leave application** is put forth **within 1 day** from the date of resumption of duty, failing which the leave availed will be treated as leave availed without approval and will be considered **‘Leave Without Pay’**.



- For medical emergency leaves for 2 Days and above, Medical certificate is mandatory while joining back to the work.
- Leave should be planned in such a way that it does not affect productivity or project work/delivery deadlines.



Leave Policy



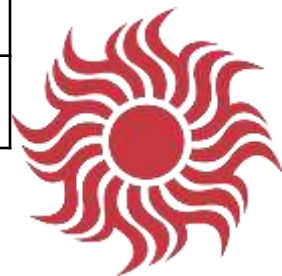
- **Types of Leave : 1 – Leave**
- **Leave Calendar:** April to March
- **Total Allowance:** 21 in a year
- **Probation time:** 03 months.
No leaves can be taken to allow during probation.
Leaves accrued during probation will be credited post probation period.



- **Frequency:** 1 leave per month (April to June) & 2 leave gets credited every month on the 1 after probation completion. This works on pro-rata basis otherwise.
- **Method:**
 - Avail what you have.
 - **Earn your leaves every month.**
 - No advance leave.
 - Any leave that is taken without balance will be considered as “Leave Without Pay”



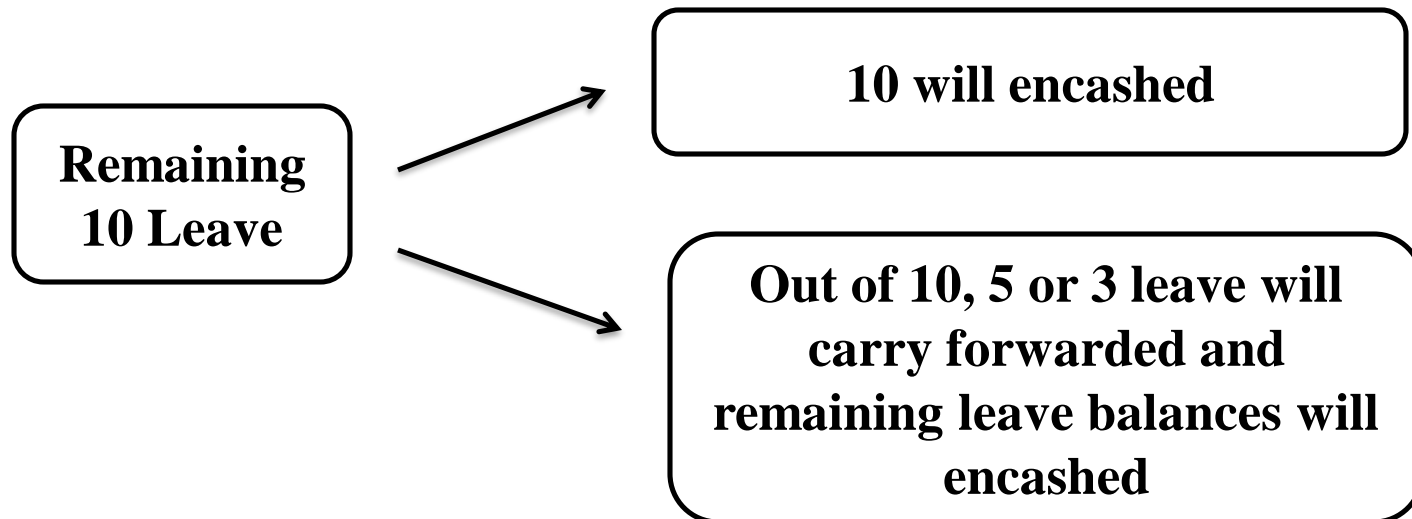
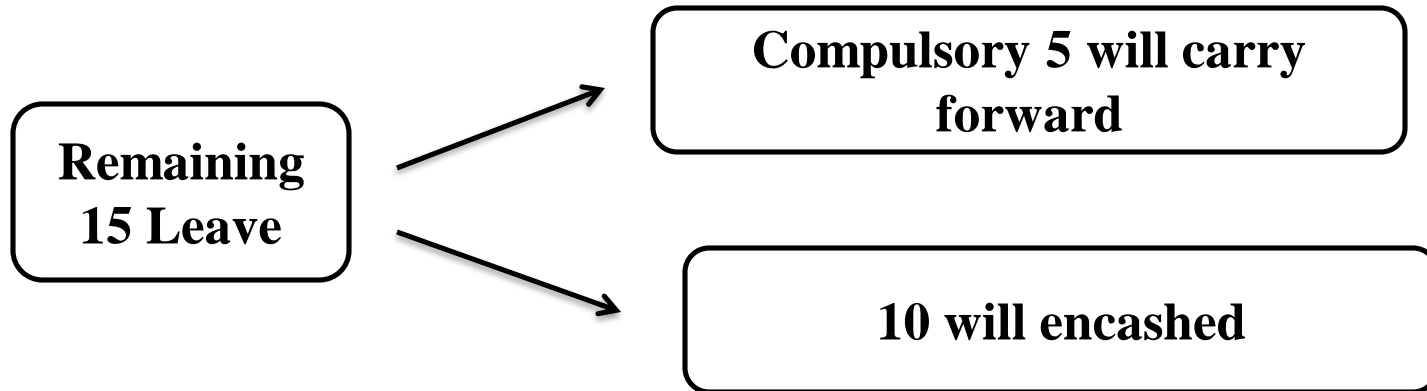
Month	Leave Credit	Total Leave Balance
April	1	1
May	1	2
June	1	3
July	2	5
August	2	7
September	2	9
October	2	11
November	2	13
December	2	15
January	2	17
February	2	19
March	2	21

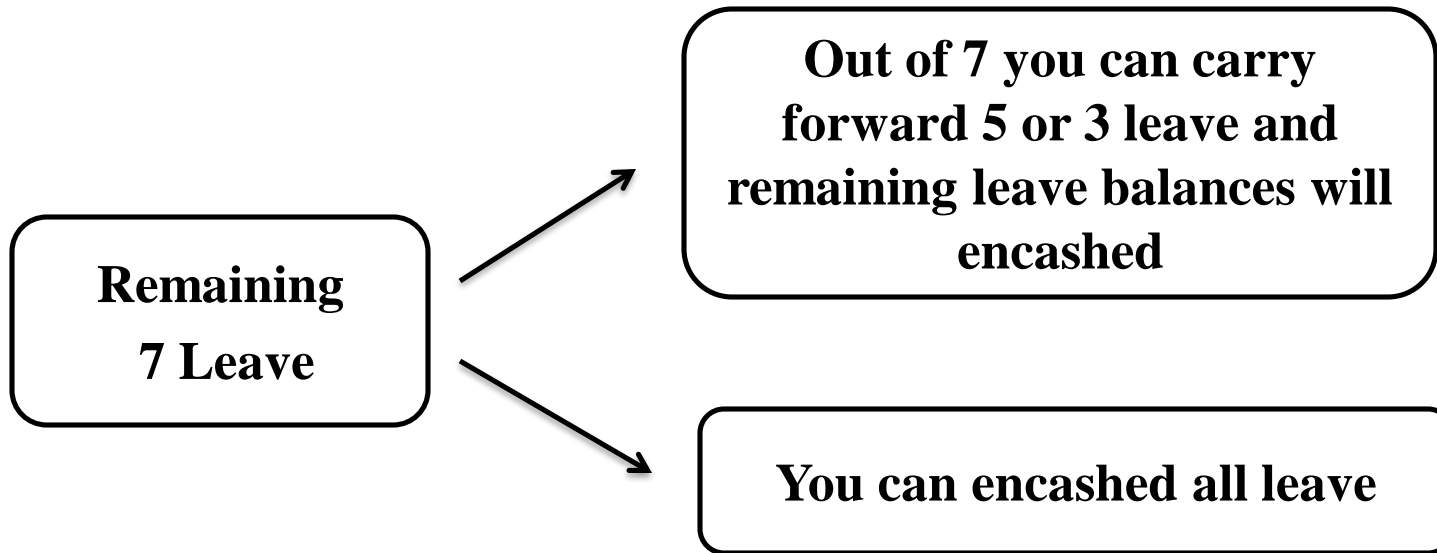


- **Mandatory to avail:** 6 out of 21. If not availed, lapse
- **Max. number of encashable leaves:** 10
- **No. of leaves that can be carry forwarded:** 5
- **Duration of carry forward:** One quarter only(April to June)
- **Treatment of Carry forwarded leave:** Lapse if not used
- **Encashment Principal:** Basic Salary
- **Leave Without Pay Principal:** Consider on CTC



- **Example:**





Leave Counting

Till September eligible leave is 9

Used 13 leaves till September.

- No eligible leaves in October and November month.
- Eligible for leaves from December month.

Used all 20 leaves till September.

- No eligible leaves till February, 2019.
- Eligible for 1 leave in April, 2019.

Used 7 leaves till September.

- Carry forward September months leave in October month.
- Total eligible leave balances of October month is 4 (2 leaves from current month & 2 from previous month)



Probation Period Leave Calculation

Joined From **February,**
2019



Month	Leave
February, 2019	1
March, 2019	1
April, 2019	1
Total Leave of Probation Period	3
Confirmation Month i.e. May, 2019	3 Leave of Probation + 1 Leave of current month
Total Eligible Leave	4

Joined From **May,**
2019



Month	Leave
May, 2019	1
June, 2019	1
July, 2019	1
Total Leave of Probation Period	3
Confirmation Month i.e. August, 2019	3 Leave of Probation + 2 Leave of current month
Total Eligible Leave	5



Leave Guidelines

- **Half Day Leave(0.5):**
 - First half- 09:30 a.m. to 01:00 p.m.
 - Second half- 01:45 p.m. to 06:30 p.m.
- **Short Leave(0.25):**
 - First half- 09:30 a.m. to 11:00 a.m.
 - Second half- 05:00 p.m. to 06:30 p.m.
- **Late Punching Counting:** After 09:40 a.m.
After three late punching should be considered as respective leave.



- More than **two Short Leave** it will directly consider as **Half Day**.
- **Sandwich Leave: (If have 4 days leave in line)**
 - If an employee is absent on Friday and Monday, considering Saturday and Sunday as off days, It will consider absent for 4 calendar days.
- **Marriage Leave:**
 - Employees are allowed for 3 Paid leaves for their own Marriage



Thank You

