

Annual Leave Policy

The objective of the Leave Policy is to give provision to the employees to balance their personal as well as professional life. This policy lays guidelines regarding when to avail leave and the process to take leave.

1. Every employee is entitled to hold **18 leaves** (Earned Leaves) in a calendar year.
2. The leaves are credited in accordance to a calendar year i.e. **January 01– December 31**.
3. **Earned leave**– A sum of 1.5 Earned Leaves is credited on the first of each following month. Employees joining during the course of the year will be entitled for Earned leave on a pro-rata basis. Maximum 18 days of Earned leave can be availed by an employee in a year.

In case an employee takes earned leaves of more than 18 days in a calendar year, then they will be considered as LOP (Loss of Pay).

A maximum of **9 Earned leaves** can be carried forward to next year.

An employee can take a maximum of Leaves present in his Leave Balances with the discussion and Approval of their reporting manager and HR department.

An employee can only hold a maximum of 20 leaves in his leave account balance.

4. **Process of Application of Leaves**

Notifying for an Earned leave of less than or up to 2 days:

Employees need to submit a leave application to their reporting managers by email, at least a week in advance of taking their leave. They need to ensure that leaves are approved.

Notifying for an Earned leave of more than 2 days:

Employees need to submit a leave application to their reporting managers by email, at least 15 days in advance of taking their leave. They need to ensure that such leaves are approved. It should be ensured by the employee that the leaves are approved over email by their manager. **There will be no automatic approval of leaves.**

Notifying for Prolonged Illness:

In case of prolonged illness, an employee is supposed to inform the reporting manager at regular intervals about their condition and most probable date of return. In absence of any communication from employees, close friends/ family members should inform the office of the employee's condition.

5. Loss of pay (LOP) –

In case the quota of leaves is exhausted and the employee is in need of an urgent leave due to unforeseen circumstances, the leaves will be considered at the discretion of the reporting manager with a **loss of pay**. Also, In case no approval is taken for leave, and the employee is absent without prior notification, such absence will be considered as a leave without pay.

6. Compensatory Off

An employee is eligible for compensatory off when he/she has worked on an important assignment on any of the national/festival/declared off days. Approval to work on any such day i.e. national/festival/declared off day must be taken by the reporting manager. The compensatory off will be credited to the account balance only after the approval of reporting manager.

Notifying for Compensatory off

If an employee is eligible for a compensatory off against a working off day, he/she shall inform and get it *approved* by the reporting manager by mail.

7. Floating Holiday

Each employee is entitled to consume two floating holidays in a calendar year.

Parameters for Utilization:

a. **Advance Notice:** Employees are required to inform their supervisor or the HR department at least 15 days before utilizing a floating holiday.

b. **Distribution in a Calendar Year:** Employees have the flexibility to use one floating holiday in each half of the year (**Jan-Jun / Jul-Dec**). Alternatively, employees can choose to use both floating holidays in the latter half of the year.

c. **New Joiners:** In the case of new employees who join during the calendar year: New joiners are entitled to use only one floating holiday in the next half of the year following their date of joining.

Forfeiture and Carry Forward:

- a. Floating holidays not utilized by the end of the calendar year will be forfeited.
- b. Unused floating holidays cannot be carried forward to the next calendar year.

8. **Extended Holidays**

Notifying for an extended weekend leave:

Leaves required for Fridays / Mondays / falling between two holidays should be approved from reporting managers at least a week in advance.

Every employee has critical responsibilities and they are highly discouraged from taking an unplanned leave to gain an extended weekend. Unplanned leaves on a Monday or Friday /or in between holidays prove to be a tedious burden for other employees who have to fill in for the absent employee. In case of unapproved leaves LOP will be marked.

Notifying for Extension of pre-approved leave

In case of extension of leave due to any unforeseen circumstances over and above the leaves taken, the employee must inform the reporting manager in advance over mail; the extension of leave is confirmed only after it is approved by the reporting manager. In case an employee extends leave without approval it will be treated as leave without pay.

Notes:

It is mandatory that all leaves applied need to be positively approved by the respective reporting managers.

When an employee has to take sick leave/emergency leave/unplanned leave or will be coming to the office late, an official email needs to be sent by the employee to their reporting manager. This needs to be done before 10:00 am. In any case, the office should be informed about an employee's absence from the office.

If an employee is absent continuously for 3 days beyond sanctioned leave or with

no information, the employee shall be considered to have absconded or left his/her employment on one's free will.

If an employee takes leave from Monday - Friday, the Saturday and Sunday falling pre and post-leave will be included in the total leaves taken. In such case if the employee does not hold enough leave balance, the remaining days will remain unpaid (only applicable for Trainees).



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