

“YOUR COMPANY LOGO”

**Human
Resources**

[HRP] Leave Policy

**Last Revision Date
“ Insert Date”**

Document Summary	
Title:	Business Travel Policy
Policy Owner:	"Policy Owner Name"
Effective Date:	"Effective Date"
Supersedes:	"Date of the previous version"
Approved By:	"Name & Title of the approving authority"
Policy Level:	"On the basis of policy applicability"

TABLE OF CONTENTS

1	PURPOSE	1
2	SCOPE	1
3	POLICY.....	2
4	ROLES & RESPONSIBILITIES	9
5	GLOSSARY	9
6	RELATED POLICIES, PROCEDURES, OR OTHER REFERENCES.....	9
7	REVISION LOG	10
8	APPENDIX A	10
9	APPENDIX B	Error! Bookmark not defined.

1 PURPOSE

"Your Company Name" is committed to ensuring its employees have a healthy work-life balance and so the endeavor of our Leave (Time-Off) policy is to facilitate and provide its employees an opportunity to maintain balance between work and personal life.

2 SCOPE

The policy is applicable to all employees of **"Your Company Name"** across all locations including the group companies.

3 POLICY

3.1 Objectives

The policy document has been created with several objectives in mind. Through our time-off policy **"Your Company Name"** wants to;

3.1.1 Encourage its employees to maintain a healthy work life balance and yet meet the business objectives.

3.1.2 Facilitate its employees to meet their family, social and personal commitments.

3.2 Leave Cycle

The leave cycle followed for the implementation and calculation of leaves will be as per the "Calendar Year" i.e. from January to December.

3.3 Types of Leave

Based on the cultural, organizational and statutory requirements, an employee is eligible for several time-off (leave) opportunities. These leaves are broadly categorized as;

- Festival Holidays (HO) – **"Enter days"** annually (Fixed Holidays)
- Earned Leave (EL) - **"Enter days"** annually
- Casual & Sick Leave (CSL) - **"Enter days"** annually
- Special Leaves:
 - Maternity Leave (ML) - **"Enter days"**
 - Paternity Leave (PL) - **"Enter days"**
 - Marriage Leave (MRL) - **"Enter days"**
 - Bereavement Leave (BL) - **"Enter days"**
 - Anniversary Leave (AL) - 01 day annually
- Compensatory-Off (CO)
- Leave without Pay (LWP)

3.4 Eligibility

All permanent full-time employees of “**Your Company Name**” are eligible for Leave (Time-Off) benefits under this policy. Trainees and Employees on probation shall be eligible for Casual & Sick Leaves (CSL) and Festival Holidays (HO) only.

3.5 Festival Holidays (HO)

- 3.5.1 All employees are eligible for maximum “**Enter days**” of Fixed Festival Holidays every calendar year.
- 3.5.2 Festival holiday will comprise of National, Restricted, Gazette and Festival Holidays as published by the Government of India.
- 3.5.3 “**Your Company Name**” offices across all locations shall remain closed on Fixed Festival Holidays.
- 3.5.4 The Annual Holiday List for the next calendar year shall be published by the HR team in the month of December every year.

3.6 Casual & Sick Leave (CSL)

- 3.6.1 The company recognizes that there may be unforeseen and pressing exigencies (related to health, family or other personal reasons) due to which an employee may need leaves.
- 3.6.2 All employees (including those on probation or Training) are eligible for “**Enter days**” CSL with full pay every calendar year.
- 3.6.3 CSLs are credited into an employee’s leave balance in the beginning of every month at the rate of “**Enter days**” every month from the date of joining.
- 3.6.4 Employees joining on or before the 15th of a particular month will be eligible for CSL for that month.
- 3.6.5 CSLs will not be carried forward nor encashed in case un-availed.
- 3.6.6 Sandwich off are permitted. So, while availing CSL, week off days/ festival Holidays coming in between will not be counted as leaves. For e.g. if an employee avails CSL on a Friday and respective Monday, then Saturday and Sunday will not be counted as CL.
- 3.6.7 An employee must raise a request on HR-One (HRMS) for availing CSL to his/her Reporting Manager.
- 3.6.8 In case of emergency, an employee can avail a CSL informing the Reporting Manager/HOD of the same via phone/email and subsequently raise a request on HR-One for manager approval upon joining office.
- 3.6.9 In case of resignation, all available CSL would be lapsed.

- 3.6.10 A maximum of **“Enter days”** CSL can be clubbed with Festival Holidays, Earned Leave, Special Leaves or Comp Off.
- 3.6.11 A maximum of **“Enter days”** CSL (consecutive or independent) can be availed in any given month for personal reasons other than medical exigencies.
- 3.6.12 CSLs availed for more than **“Enter days”** consecutive days due to illness needs to be accompanied by a Medical Certificate from a registered practitioner failing which leaves would be adjusted from ELs balance. In case of unavailability of ELs, the aforesaid leaves would be marked as LWP.

3.7 Earned Leaves (EL)

- 3.7.1 In order to rejuvenate and help maintain work-life balance, the company provides all its confirmed full-time employees Earned Leaves (EL) with full pay for **“Enter days”** every calendar year.
- 3.7.2 Earned Leaves (EL) shall be accrued from the day of joining the company at the rate of **“Enter days”** for every completed month of service with the organization. However, EL(s) can be availed by the employee only after the employee's services with the organization stands "Confirmed".
- 3.7.3 Employees joining on or before the 15th of the month will accrue **“Enter days”** EL for the month.
- 3.7.4 An employee shall not earn an EL for the month in which their "Pay Day" is less than 15 days.
- 3.7.5 EL(s) in excess of **“Enter days”** consecutive calendar days need to be approved at least 2 months in advance by the reporting manager.
- 3.7.6 Sandwich Off are permitted. Hence, Holidays/Weekly offs falling in between EL will not be counted as an EL.
- 3.7.7 Any un-availed EL as on (31st Dec.) will be carried forward to the next calendar year.
- 3.7.8 ELs can be accrued to a maximum of **“Enter days”**. Upon accrual of **“Enter days”** of EL, **“Enter days”** shall be encashed automatically at basic salary in the individuals next month's salary.
- 3.7.9 In case of resignation, EL encashment for employees serving notice will be done with their Full and Final Settlement and would not be adjusted against the notice period.
- 3.7.10 Earned Leaves (EL) can be clubbed with all other Leave types.

3.8 Maternity Leave (ML)

- 3.8.1 As per the provisions of the Maternity (Amendment) Bill 2017, an amendment to the Maternity Benefit Act, 1961 female employees who have been in the continuous employment with the company for more than **“Enter days”** prior to the date of commencement of Maternity Leave, will be entitled to Maternity Leave with full pay up to a maximum of 26 weeks in which not more than 8 weeks shall precede the date of the delivery, provided they do not undertake any gainful employment during the period of time-off.
- 3.8.2 In case of miscarriage/termination of pregnancy due to medical reasons, an employee is entitled to 6 weeks of resting period for recovery with full pay.
- 3.8.3 Employee seeking Maternity Leave should apply for leaves at least 2 months in advance.
- 3.8.4 To further support it's female staff in case of post-natal care, illness and recuperation etc. on production of sufficient proof to the satisfaction to the management, the employee shall be entitled to a maximum 30 days of additional Maternity Time-off post these 26 weeks of standard Maternity Leaves (ML).
- 3.8.5 The additional 30 days' extension can be leave without pay (LWP) subjected to approval and discretion of the management.
- 3.8.6 ML can be combined with EL or CSL, however prior approval is required from the HR department.
- 3.8.7 While availing ML, week off days/ Official Holidays coming in between will be counted as ML only.
- 3.8.8 12 weeks of time-off is also applicable to employees who are adopting a child.
- 3.8.9 In case of adoption, the employee needs to apply for time-offs at least 02 weeks in advance.

3.9 Paternity Leave (PL)

- 3.9.1 The company appreciates the birth of a child as an important event in an employee's life. With this in mind, Paternity Leave is made available for a new father to bond with his new born.
- 3.9.2 Employees are eligible for Paternity time-offs with full pay for **“Enter days”**.
- 3.9.3 PL can be availed anytime within six months of child birth.
- 3.9.4 The same is also applicable in case of adoption of a child.
- 3.9.5 PL can be combined with EL or CSL.
- 3.9.6 While availing PL, week off days/ Official Holidays coming in between will not be counted as PL.
- 3.9.7 PL needs to be approved by the Immediate Manager at least a week in advance.

3.10 Marriage Leave (MRL)

- 3.10.1 With the intent to support employees while crossing important milestones in their personal lives, the company provides **“Enter days”** full pay leaves to its employees on account of their marriage.
- 3.10.2 The information of this time-off has to be provided by the employee to the reporting manager and HOD at least one month in advance.
- 3.10.3 Marriage Leaves can be combined with EL or CSL or both with prior approval from reporting HOD and Human Resources Department.
- 3.10.4 While availing Marriage Leaves, week off days/ Official Holidays coming in between will not be counted as MRL.

3.11 Bereavement Leave (BL)

- 3.11.1 This leave is provided to the employee in order to support them during family exigencies arising out of demise in the family.
- 3.11.2 Employees are eligible for a maximum of **“Enter days”** of bereavement time-offs in a Calendar year.
- 3.11.3 The definition of ‘Family’ for the purpose of applying for bereavement leaves includes grandparents, parents, parents-in-law, spouse, children and siblings of an employee.
- 3.11.4 Bereavement Leave (BL) can be combined with EL or CSL or both with prior approval from reporting HOD and Human Resources Department.
- 3.11.5 While availing Bereavement Leaves, week off days/ Official Holidays coming in between will not be counted as BL.

3.12 Anniversary Leave (AL)

- 3.12.1 All permanent full time employees are entitled to take 01 full pay anniversary leave every calendar year.
- 3.12.2 Anniversary leave (AL) can be availed on employee birthday or marriage anniversary.
- 3.12.3 AL can be clubbed with CSL or EL with prior approval from reporting manager.

3.13 Compensatory-Off (CO)

- 3.13.1 The nature of the business may require employees to sometime work on Festival Holidays or Week-Offs. To ensure there are no burnout cases, employees working on these days due to business requirements are eligible for compensatory-offs.
- 3.13.2 In general scenario, the employee shall be informed by the reporting manager at least **“Enter days”** in advance if he is required to work on any given Holiday or Week-Off. In case of urgent work exigencies, the information may be **“Enter hours”** in advance.
- 3.13.3 An employee shall be entitled to Compensatory off as define below;
- (a) Half-Day Comp-Off: Greater than or equal to 2 hours and less than 5 hours.
 - (b) Full-Day Comp-Off: Greater than or equal to 5 hours.
- 3.13.4 To avail Compensatory-Off (CO) prior approval from the Reporting Manager is required.
- 3.13.5 Compensatory-Off (CO) can be suffixed or prefixed with holidays or weekly-offs.
- 3.13.6 Not more than **“Enter days”** comp-off (independent or consecutive) can be availed in a given month.
- 3.13.7 The accrued Compensatory time-off(s) can be availed anytime within the calendar year and will not be carried forward to the next calendar year.

3.14 Leave Without Pay (LWP)

- 3.14.1 Employees who do not have any available Leave Balance in their credit, can apply for LWP, in case of exigencies.
- 3.14.2 All LWP requests need to be approved by the Reporting Manager.
- 3.14.3 For a request of LWPs exceeding **“Enter days”**, an approval from the respective HOD needs to be obtained at least 01 month in advance.
- 3.14.4 Managers are required to use their discretion to approve LWP requests after checking employee's performance, behavior, rationality and soundness of the request.

3.15 Reporting and Controls

- 3.15.1 An employee shall be responsible for the upkeep of his/her leave.
- 3.15.2 Bio-metric system integrated with **“Enter HRMS name”** shall be used maintaining employee time and attendance.
- 3.15.3 **“Enter HRMS name”** Employee self-service section shall be used for checking, applying and maintaining for managing leave balance.

- 3.15.4 All leaves applied on **“Enter HRMS name”** shall be sent to the reporting manager for approval.
- 3.15.5 The reporting manager reserves the discretionary rights to approval or rejects leaves. However, the Managers are advised to apply jurisprudence in exercising their decisions.
- 3.15.6 Any leave disputes shall be referred to HR team (Talent Management). The decision of the HRD can't be challenged and shall be deemed final.
- 3.15.7 Any discrepancies in leave balance need to be informed to the HR department for review and correction.
- 3.15.8 Any issues with the employee self-service portal needs to be escalated to **“Enter HRMS tool”** implementation team at **“Enter Email ID”**

3.16 Governance

- 3.16.1 The Policy shall be governed by the HR department.
- 3.16.2 The verdict of HRD on any disputes or issues with regards to leaves shall be deemed final.

3.17 Exceptions

3.17.1 **Earned Leave (EL) encashment & carry forward (“Enter Date”);**

An exception in the policy is granted and approved with regards to encashment of ELs accrued till **“Enter Date”**. The exception is as follows;

3.17.1.1 *If the EL balance (as on **“Enter Date”**) is equal to or greater than **“Enter Days”**; then ELs in excess of **“Enter Days”** will stand to be encashed and will be credited along with the **“Enter Month”** salary. The remaining balance of **“Enter Days”** ELs shall be carried forward to the new year.*

3.17.1.2 *If the EL balance (as on **“Enter Date”**) is less than **“Enter Days”**; then all ELs shall be credited to the next calendar year starting **“Enter Date”***

3.17.2 **Casual Leave, Sick Leave Balance & Comp-Off (available until “Enter Date”);**

An exception in the policy is granted and approved with regards to carry forward of the casual leaves (CL) and sick leaves (SL) to the next calendar year. This exemption is made considering short notice and implementation of calendar year cycle. The exception is as follows;

3.17.2.1 *All Casual Leaves, Sick Leaves and Comp-Off leaves shall be carried forward to the next calendar year starting **“Enter Date”**. The employees can avail their CL & SL leave balance until **“Enter Date”**. Any remaining leave balance thereafter shall be lapsed.*

3.17.2.2 *Effective* “**Enter Date**”; the employee shall receive “**Enter Days**” *CSL (Casual & Sick Leave)* as defined in the policy (refer clause 3.6).

3.17.3 No exceptions shall be made in the policy unless the policy is revoked by the HRD or the Managing Director.

3.17.4 Any exceptions in this policy can be only approved by Head HR along with consent of the Managing Director.

4 ROLES & RESPONSIBILITIES

Role	Responsibilities
Employee	Individual employees are responsible for the upkeep and maintenance of their leave balance.
People Manager	The People Managers are responsible for approving or rejecting leaves for their subordinate as per jurisprudence without any prejudice.
Human Resources	HR Department is responsible for reviewing and answering the questions and concerns as appropriate.

5 GLOSSARY

Acronyms	Definition
Time-Off	Leave
CSL	Casual & Sick Leave
EL	Earned Leave
ML	Maternity Leave
PL	Paternity Leave
MRL	Marriage Leave
BL	Bereavement Leave
AL	Anniversary Leave
CO	Compensatory Off
LWP	Leave Without Pay

6 RELATED POLICIES, PROCEDURES, OR OTHER REFERENCES

Reference	Link
“Reference to previous policy”	“Attach below in Appendix”

drafted by "Employee Name".	

7 REVISION LOG

Rev	Description of Changes	Changed By	Approved By	Date
1.0	"Highlight section of policy impacted"	"Employee Name & Title"	"Management Name & Title"	"Mention Date"

8 APPENDIX A

"Attach related policies & procedures"