

LEAVE POLICY

Applicability

The policy is applicable to all Full-time regular employees

Leave Cycle

- All leaves will be distributed in equal proportion, calculated from the employee's date of joining.
- Based on the calendar year i.e. from 1st January to 31st December.
- Only working days shall be considered for the calculation of leaves.

Leaves at Codingmart Technologies Pvt Ltd are categorized as

- Casual Leaves (CL) - 3 days per quarter in a calendar year. Cannot be carried forward.
- Earned Leaves (EL) OR Priviledged Leaves (PL) OR Annual Leave (AL) - 1.5 days per quarter in a calendar year. This can be carried forward.
- Maternity Leaves (ML) - upto 26 weeks.
- Paternity Leaves (PL) - 5 Days.
- Public Holidays - Fixed and optional holidays - (10+2 Days)
- Leave without pay (LWP) - Only in special conditions.

Request for Leave

- No leaves will be approved to an employee unless you submit a written email request for leave.
- Any leaves availed during your probationary period will be treated as loss of pay (LOP).
- Employees serving notice period will not be eligible for any leaves.

Entitlement

- Casual Leaves (CL) - Entitlement - 3 days per quarter in a calendar year
- Earned Leaves (EL) OR Priviledged Leaves (PL) OR Annual Leave (AL) - Entitlement - 1.5 days per quarter in a calendar year
- Maternity Leaves (ML) - Entitlement - Up to 26 weeks (Expressed in terms of calendar days)
- Paternity Leaves (PL) - Entitlement - Up to 05 days
- Fixed Holidays - Entitlement: 10 paid holidays in a calendar year (including National & Festival Holidays)
- Optional Holiday - Entitlement: 2 paid holidays in a calendar year (including regional Festival Holidays)

Casual Leave(CL)

- You are entitled to avail 3 days of casual leave(CL) per quarter in the running calendar year.
- If any of the CLs are left unconsumed during the quarter, the same shall be lapsed and will not be encashed or carried forward.
- You are eligible to avail CLs only after successful completion of the probation period.

Earned Leaves (EL) OR Priviledged Leaves (PL) OR Annual Leave (AL)

- You will also be eligible to avail 1.5 Earned Leaves (EL) per quarter in the running calendar year.
- You are eligible to avail ELs only after successful completion of the probation period.
- ELs can be accumulated and carried forward for 3 consecutive years during your employment with Codingmart Technologies Pvt Ltd.
- Encashment of ELs can be processed in either of the below cases -
 - a. Anytime during your service at Codingmart Technologies Pvt Ltd (Post successful completion of 6 months of employment with the company).
 - b. At the end of every 3 years of employment with the company.

- c. During the Full & Final settlement, if in case you decide to depart from the company before completion of 3 years of tenure.
- Leave encashment of EL will be calculated as follows -
 - a. EL encashment amount = (Last drawn monthly basic salary /30 days * No. of EL days to be encashed)
 - b. CL & EL entitlement in the first quarter of employment with Codingmart will be calculated on a pro-rata basis. That is, if your date of joining (DOJ) falls between 1st and 15th of the first month in any quarter of the calendar year, you will be eligible for 3 CLs & 1.5 ELs during the quarter.
 - c. If your DOJ falls between 16th of first month and 15th of second month in any quarter of the calendar year, you will be eligible for 2 CLs & 1 EL during the quarter and if your DOJ falls between 16th of the second month and 15th of the third month in any quarter of the calendar year, you will be eligible for 1 CL & 0.5 EL during the quarter.
 - d. Lastly you will not be eligible for any CLs / ELs in the first quarter of employment with Codingmart, if your DOJ falls between 16th and 30th of the third month.

Maternity Leave(ML)

- Any woman employee who has been associated with Codingmart technologies Pvt Ltd for a minimum of 80 days will be eligible to avail a maximum of twenty-six (26) weeks of maternity leave with pay, out of which not more than eight weeks shall precede the expected date of delivery.
- Provided, for women employees having two or more than two surviving children are entitled to twelve weeks of maternity leave with pay, of which not more than six weeks shall precede the expected date of delivery.
- Availing ML - Female employees must inform the Reporting Manager, Business Analyst & HR team as soon as possible about the pregnancy.

- Female employees are responsible to notify the employer of the leave period at least nine weeks in advance of the delivery date through a formal leave application in the GreytHR & email to hr@codingmart.com. Each application should be supported with a medical certificate.
- In case of difficult delivery medical termination of pregnancy/ miscarriage, the employee must inform her Reporting Manager, Business Analyst & HR by phone or email.
- There would be no provision for encashment or accumulation of the Maternity Leave in any leave year.

Paternity Leave (PL)

A male employee is entitled to Five (05) paid leave for this purpose. An employee is eligible to take paternity leave only twice during their career with Codingmart. Employees can avail this leave 15 days before or within 1 month from the date of delivery of the child. If such leave is not availed within the period, it shall be treated as lapsed. However, a new employee in the company becomes eligible to avail this benefit once he completes 80 working days at the company.

- Availing of PL - The employee must raise a leave application in GreytHR & email hr@codingmart.com and must be supported with the birth certificate of the child or medical certificate.
- Treatment of unused PL - There would be no provision for encashment or accumulation of the Paternity Leave in any leave year.

Holidays

- Codingmart Technologies Pvt Ltd will decide & circulate the list of fixed Government Public holidays at the beginning of every calendar year based on the local practices and culture .
- The number of such fixed holidays declared will typically not exceed 10 days.
- Apart from these fixed holidays employees will also be eligible to avail 2 optional holidays based on the culture/practice.

Leave Without Pay

Any leave availed in excess of leave entitlement shall be treated as leave without pay' (LWP) day. In case of LWP, Such leave is granted only under exceptional conditions based on management discretion.

