

Creation history		
Prepared by:	Reviewed By:	Approved by:
Arati Shalak	NA	Prerak Goel
Document name :	Date created :	Document No :
Leave Policy	August 1, 10	RSS09
Version No :	Status :	
1.1	Approved	

Version history				
Version	Date	Approver for Change	Author	Description
1.0	September 1, 09	Prerak Goel	Arati Shalak	New policy introduced

Access list			
Document Type	List of Users	Access Type	Type of Media
Word	All RSS employees	Read	Electronic
Word	Internal HR team	Read, Edit	Electronic

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Leave Policy

I. Objective

The Company firmly believes that its employees need time for rest and recreation after the rigors of work and encourages its employees to take some quality time off for this purpose. The leave policy outlines nature of various leaves that employees can avail for suitable occasions.

II. Guidelines

The leave year for computing all types of leaves will be Financial Year.

1. Company holidays

The Annual Holiday Calendar will be published by the HR Department latest by the first week of the calendar year on the portal. The Annual Holiday Calendar is applicable to all employees (probationer & permanent).

In order to provide flexibility for an employee without disturbing the working of the organization, the holidays are divided into two sets of list.

a. Fixed Holidays - Indicates 9 compulsory holidays/annum. If any holidays fall on a weekly off, the same will be compensated by declaring a holiday on an alternate date.

b. Floating Holidays - Indicates 7 holidays from which any 2 can be availed. Floating holidays have to be planned and approved by Head of Department. The Head of Department has to provide the inputs to the Administration with indicating list of employees availing which of the mentioned holidays latest by 31st January.

The company also provides **weekly offs** to all its employees. The location-wise list is as follows:

Location	Weekly - Offs
Bandra - Head office	Sunday
Vasai - Factory	Sunday

2. Compensatory off

a. Meaning

Compensatory-off is a leave given to all employees (probationer & permanent) who work on a weekly off, holiday or for an additional and continuous shift. This leave is essentially given to an employee to take quality time off for rest & recreation.

b. Provisions of Compensatory off that can be availed

- Employee who works minimum **4 HRS** on weekly off or on holiday is eligible for compensatory off for **½ Day**
- Employee who works minimum **8 HRS** on weekly off or on holiday is eligible for compensatory off for **1 Day**
- For every continuous additional shift worked an employee will be entitled to one compensatory off. Such continuous shift should be restricted to 2 per month for every employee.

c. Provisions and Procedure for approval of Compensatory off

- The supervisor should revert on the application within one working day. If the supervisor does not revert within 2 working days, the employee can consider his leave granted and proceed accordingly.

Prefix, Suffix and Intervening holidays

- Compensatory off could be prefixed and suffixed to holidays and weekends.

Application & Approval

1. Employee should avail compensatory off within one month from the time it is accrued. If for any work exigencies the same cannot be done, the employee will be reimbursed such off with the salary of subsequent month.
2. An application for a compensatory-off should be made by an employee, in writing, to his/her supervisor at least a week in advance. If the supervisor is travelling, the applicant should also send a text message or call the supervisor to inform about the application. Ideally the date of compensatory-off should be decided while making the decision of working on a holiday of weekly off itself.
3. The approving authorities are expected to revert with an approval or otherwise on the compensatory-off request within 2 working days. If the approving authorities do not revert within 2 working days, the applicant may consider his/ her leave automatically approved and proceed with the preparation. In such cases the approving authorities cannot revoke the auto-approval. If the approving authorities are travelling, it is the responsibility of the employee to send them a text message or call them to make them aware of the application.
4. It is the sole discretion of the Management to sanction/not sanction the Compensatory off to any employee.

Accumulation of Compensatory off

- Compensatory off cannot be accumulated. If the Compensatory off is not availed within the stipulated time it will lapse.

3. Privilege leave (PL)

a. Meaning

Privilege Leave is leave earned by an employee (permanent) in respect of completed periods of service with the Company and granted on full pay. Privilege Leave is available essentially for the purpose of taking a vacation.

b. Provisions and Procedure for approval of Privilege Leave

Leave Planning

- As far as possible Privilege Leave is granted at the time desired by the employees. However in order to ensure that work is not adversely affected, a Leave Schedule for each department should be prepared at the beginning of each year, based on individual leave plans. Compliance of this process is mandatory and all Departmental Heads are responsible to ensure compliance. Privilege Leave will be sanctioned in line with the Leave Schedule and based on exigencies of work.
- It is imperative for an employee to have his/her application for privilege leave approved in writing prior to proceeding on leave.

Quantum and Number of occasions that Privilege Leave can be availed

- All employees will earn Privilege Leave at the rate of **30 days/annum** (including intervening holidays) for each completed year of continuous service.
- An employee who is on probation shall not be eligible to avail PL unless He / She completes one year of continuous service with the organization, after completion of the same HR Department will add Privilege Leave on pro rata basis for previous financial year indicating the same as opening balance of Privilege Leave. Probation period is also included for calculating his entitlement for Privilege Leave.
- Privilege Leave will be credited to an employee's account on a pro-rated basis on 1st January each year. Prorated leave will be rounded off to the nearest decimal.
- Privilege Leave may be taken not more than **three times** in a financial year for a minimum of **three days** and a maximum of **forty-five days** at a time or balance privilege leaves at a time whichever is low.

Prefix, Suffix and Intervening holidays

- Privilege Leave could be prefixed and suffixed to holidays and weekends. Intervening holidays will be counted as a part of Privilege Leave.
- Privilege Leave cannot be combined with Casual leave and/or Sick leave. In case an employee falls sick during his Privilege leave for a minimum of six days, Privilege Leave may be converted to Sick leave.

Application & Approval

1. Privilege leave should be applied for at least 6 months in advance of the leave dates. Ideally it should be factored in the team leave calendar. If the applicant does not give the said notice, the supervisor and the HOD has right to decline the request on grounds of work planning. A leave request can also be declined on basis of leave balance shorter than the leave days applied for. In such cases, the approval and extent of leave grant will be at discretion of supervisor.
2. The applicant should give a leave request on in writing, 6 months in advance. The request would need review and approval from immediate supervisor and HOD.
3. The approving authorities are expected to revert with an approval or otherwise on the PL request within 10 working days. If the approving authorities do not revert within 2 weeks, the applicant may consider his/ her leave automatically approved and proceed with the preparation. In such cases the approving authorities cannot revoke the auto-approval. If the approving authorities are travelling, it is the responsibility of the employee to send them a text message or call them to make them aware of the application.
4. A long leave plan approval should be followed with a handover plan. The applicant along with his/her supervisor should identify the individual who shall shoulder his/her job in their absence.
5. Such handover should be communicated and agreed in order to reach a common understanding between the applicant, the supervisor, the HOD and the employee taking the handover.
6. A month in advance of the leave dates, such handover plan should be reviewed for any possible changes and be agreed.

7. If found necessary, the handover could be triggered, by the employee taking handover shadowing the applicant for 2-3 days, before he/ she proceeds for the leave.
8. If found necessary and for critical key positions/ jobs, it may be required for the applicant to give emergency contact numbers to the supervisor.

Accumulation of Privilege Leave

- Employees, who do not take the Privilege Leave, due to them, in any financial year, may accumulate leave up to a maximum of 90 days.
- Under no circumstances shall an employee have accumulated privilege leave in excess of 90 days. In case of retirement and in the final year of service, proportionate leave earned since the beginning of that year to the date of retirement, will be forfeited if not utilized and in excess of the maximum accumulation of 90 days as aforementioned.

Encashment of Privilege Leave

Employees can encash up to 15 days privilege leave once in a financial year subject to the following terms and conditions:

- There must be a minimum of thirty days privilege leave balance to the employees' credit after encashment.
- The number of days of leave encashed will be debited from the PL entitlement of the employee concerned.
- The payment made on account of encashment of privilege leave is taxable. (Except at the time of retirement as per applicable tax rules)
- Leave encashment amounts will not be considered for the purpose of Provident Fund deductions or any other statutory deductions or terminal benefits.
- Leave encashment will be calculated on the monthly gross per month prevailing at the time of application for encashment.
- In the event of the separation from the organization PL would be calculated on pro rata basis for that Financial Year and the same along with balance PL leave if any standing to the credit of the concerned employee can be encashed by them.

4. Sick leave (SL)

a. Meaning

- Sick leave is provided for recuperating from sickness in order that the employee resumes duty after complete recovery.
- All employees who have completed 1 month of service can avail Sick Leave on a prorated basis up to the annual limits specified below. Prorated leave will be rounded off to the nearest day.

b. Provisions and Procedure for approval of Sick Leave

Quantum and Number of occasions that Sick Leave can be availed

- All employees can avail Sick Leave at the rate of **3 days/annum**.
- An employee should avail a minimum of **½ day** Sick Leave.
- In case an employee avails more than two days of Sick Leave, the application for such Sick Leave is required to be supported by Medical Certificate issued by a Registered Medical Practitioner.

Prefix, Suffix and Intervening holidays

- Sick Leave may be prefixed or suffixed to the weekly off, prefixed or suffixed to holidays, but not both. Sick Leave cannot be combined with Privilege/Casual Leave.

Application & Approval

1. Wherever prior approval is possible, an employee must apply for the leave in advance and in writing. The request would need review and approval from immediate supervisor and HOD.
2. The approving authorities are expected to revert with an approval or otherwise on the SL request within 2 working days.
3. Where prior approval is not possible, the employee should intimate his superior telephonically and/or via mail and must record approval by a written note signed by the HOD on immediate resumption of duty.
4. Application for Sick leave beyond two days requires a doctor's certificate to be submitted to the approving authorities & post approval from the approving authorities the same shall be recorded by the HR in the personal file.

Accumulation of Sick Leave

- Sick Leave not availed in a year automatically lapses at the end of each year.

Encashment of Sick Leave

- Sick Leave is not encashable.

Casual leave (CL)

a. Meaning

- Casual leave is provided to employees to cater to emergencies/unforeseen circumstances that may arise that are personal in nature.
- All employees who have completed 3 months of service can avail Casual Leave on a prorated basis up to the annual limits specified below. Prorated leave will be rounded off to the nearest day.

b. Provisions and Procedure for approval of Casual Leave

Quantum and Number of occasions that Casual Leave can be availed

- All employees can avail Casual Leave at the rate of **7 days/annum**.
- An employee can avail Casual Leave for not more than **2 days** at a stretch.
- An employee should avail a minimum of **½ day** Casual Leave. Anything less than that will still be treated as a half day leave.
- An employee can avail Casual Leave during the notice period on pro-rata basis.

Prefix, Suffix and Intervening holidays

- Casual Leave may be prefixed or suffixed to the weekly off, prefixed or suffixed to holidays, but not both. Casual Leave cannot be combined with Privilege/Sick Leave.

Application & Approval

1. Casual Leave has to be approved by the approving authority. The supervisor and the HOD has right to decline the request on grounds of work planning. A leave request can

also be declined on basis of leave balance shorter than the leave days applied for. In such cases, the approval and extent of leave grant will be at discretion of supervisor.

2. Wherever prior approval is possible, an employee must apply for the leave in advance and in writing. The request would need review and approval from immediate supervisor and HOD.
3. The approving authorities are expected to revert with an approval or otherwise on the CL request on the same day or within 2 working days.
4. Where prior approval is not possible, the employee should intimate his superior telephonically or via mail and must record the approval in writing on immediate resumption of duty.

Accumulation of Casual Leave

- Casual Leave not availed in a year automatically will lapse at the end of each year.

Encashment of Casual Leave

- Casual Leave is not encashable.

5. Maternity leave

a. Meaning

Maternity Leave is provided to female employees for recuperating from confinement and providing initial baby care in order that she resumes work fit for duty.

b. Provisions and Procedure for approval of Maternity Leave

Quantum and Number of occasions that Maternity Leave can be availed

- All female employees become eligible for Maternity leave as per Maternity Benefit Act 1961, which states that all lawfully married permanent female employees with at least twelve months continuous service prior to the date of confinement will be granted up to a maximum of **12 weeks (84 days)** including weekly offs and holidays.
- Maternity Leave of not more than **six weeks** shall precede the expected date of confinement as provided by Law.

- Maternity Leave can be combined with Privilege & Sick Leave by producing doctor certificate.
- All employees governed by the Employees State Insurance Act 1948, Maternity Leave benefit will be as per the Act.
- In case of MTP/ Miscarriage, a woman shall, on production of such proof as may be prescribed, be entitled to leave with wages at the rate of maternity benefit, for a period of **six weeks** immediately following the day of her miscarriage on one such occasion.
- Total maternity leave eligible during the employee's tenure will be limited to 30 weeks.
- If an employee who has been granted Maternity leave is found working for any other establishment during leave period, she shall forfeit her claim for Maternity leave and warrant disciplinary action.
- If an employee who has been granted Maternity leave resigns from the services of the company during leave period, the benefit shall be extended only up to the last day of employment with the company.

Prefix, Suffix and Intervening holidays

- All intervening weekly offs/holidays will be included in calculating the leave period.

Application & Approval

1. The employee should give at least **8 weeks** notice to the management of her impending confinement and her application should be supported by a Medical Certificate. If the applicant does not give the said notice, the supervisor and the HOD has right to decline the request on grounds of work planning.
2. The leave application should be approved by the approving authority and the administration and the HR department to be informed immediately.
3. The approving authorities are expected to revert with an approval or otherwise on the leave request within 10 working days. If the approving authorities do not revert within 2 weeks, the applicant may consider his/ her leave automatically approved and proceed with the preparation. In such cases the approving authorities cannot revoke the auto-approval.

4. A long leave plan approval should be followed with a handover plan. The applicant along with her supervisor should identify the individual who shall shoulder his/her job in their absence.
5. Such handover should be communicated and agreed in order to reach a common understanding between the applicant, the supervisor, the HOD and the employee taking the handover.
6. 2 week in advance of the leave dates, such handover plan should be reviewed for any possible changes and be agreed.
7. If found necessary, the handover could be triggered by the employee taking handover shadowing the applicant for 2-3 days before she proceeds for the leave.
8. If found necessary and for critical key positions/ jobs, it may be required for the applicant to give emergency contact numbers to the supervisor.

Accumulation of Maternity Leave

- By definition, maternity Leave cannot be accumulated.

Encashment of Maternity Leave

- By definition, maternity Leave cannot be encashed.

6. Paternity leave

a. Meaning

Paternity Leave is provided to all male employees (who have completed 1 month of service) for celebrating fatherhood, welcoming the new member in the family & providing time to the family.

b. Provisions and Procedure for approval of Paternity Leave

Quantum and Number of occasions that Paternity Leave can be availed

- All male employees who have completed one month of service are entitled to avail **3 days** paternity leave.
- Total paternity leave eligible during the employee's service lifetime will be limited to **6 days (2 occasions)**.

- Paternity Leave can be combined with Privilege leave with prior approval from supervisor.

Prefix, Suffix and Intervening holidays

- Paternity Leave may be prefixed or suffixed to the weekly off, prefixed or suffixed to holidays, but not both.

Application & Approval

1. Paternity leave should be applied for at least **2 weeks** in advance of the leave dates. If the applicant does not give the said notice, the supervisor and the HOD has right to decline the request on grounds of work planning.
2. In case of emergency, nature of such emergency to be assessed by the supervisor and the HOD, if the applicant does not give the said notice due to genuine exigencies, the leave availed will be treated as Paternity Leave. However, if the supervisor and the HOD feels otherwise, the leave availed will be treated as Casual Leave.
3. The applicant should give a request in writing. The request would need review and approval from immediate supervisor and HOD.
4. The approving authorities are expected to revert with an approval or otherwise on the Paternity leave request within 3 working days. If the approving authorities do not revert within 1 week, the applicant may consider his/ her leave automatically approved and proceed with the preparation (what is the HOD is traveling). In such cases the approving authorities cannot revoke the auto-approval.
5. If found necessary and for critical key positions/ jobs, it may be required for the applicant to give emergency contact numbers to the supervisor.

Accumulation of Paternity Leave

- By definition, paternity Leave cannot be accumulated.

Encashment of Paternity Leave

- By definition, paternity Leave cannot be encashed.

7. Unauthorized Leave/Unpaid Leave

- Leave not authorized by the approving authority can render the employee liable for disciplinary action as per the Misconduct Policy. It will be treated as leave without pay. For every 1 unauthorized leave taken, 2 days of leave shall be treated as leave without pay.

8. Leave on loss of pay

- Permanent employees may be granted leave on loss of pay, in very special cases, on providing adequate documentary proof, solely at the discretion of the Management.

<u>No. of days -</u>	<u>Approving Authority</u>
Loss of pay up to 1 month	Department Head
Loss of pay beyond 1 month	Director/MD

9. Leave on account of “BANDH”

- When a “Bandh” is called /declared by any political party or any other organization, depending on the severity of the situation the management will decide on the final course of action and will intimate all employees.
- If the management declares a bandh day as a normal working day & for some unforeseen reason, an employee is absent on that day, he/she would be required to apply for casual leave. Should the employee not have casual leave to his/her credit, the day of absence would be adjusted against Privilege leave entitlement.

10. Leave on account of natural calamities or any other incidental activity

- In case of natural calamities, riots, mass dislocation of public transport system or any such situation, the management will gauge the severity of the situation will decide on the final course of action and will intimate all employees.
- If the management declares any such day as a normal working day & an employee is absent on that day, he/she would be permitted to avail one-day privilege leave, as a special case.

3. Exceptions

All exceptions to clauses mentioned in this policy need to be explicitly agreed and signed off by the HR Representative and the Managing Director/s.

4. Commencement, Amendment or Termination

The Company may at anytime, at its sole discretion, alter, amend, withdraw or delete any or all of the provisions mentioned above.

Annexure



Leave Application
Form.doc



Leave Encashment
Form.doc