

LEAVE POLICY MANUAL POLICIES, PROCEDURES AND PRACTICES

English



IBC 24

INTRODUCTION

PURPOSE

The purpose of the manual is to serve as the reference document that details all the administrative policies, rules and regulations of IBC24 and is applicable and enforceable on all the executives of the company.

POLICY

The applicability will be for all employees irrespective whether probationers or confirmed.

DEFINITION

The term “Executive” of IBC24 shall include all the staffs of IBC24 (SB Multimedia PVT LTD).

The term “HOD” of IBC24 shall include all the Departmental Heads of IBC24 (SB Multimedia PVT LTD).

GUIDELINES

- A. It is important that all executive are aware of policies and procedures in this manual are designed for their reference.
- B. This manual supersedes the earlier manual and shall be in vogue effective 1st August 2014, unless otherwise specified separately.

OFFICE TIMINGS

PURPOSE

Purpose is to define rules and procedures on office timings for adherence.

POLICY

This Policy sets out the measures to control / manage the attendance, holidays and leaves. It highlights the different work timings to be followed as per the department requirements thereby assuring better service and faster turnaround.

GUIDELINES

- A. The office will operate in batches as per requirement

The work timings of executive will be decided by the HOD as per the requirements.

- 10:00 Hrs -- 18:00 Hrs (General Shift)
- 05:00 -- 13:00 Hrs, A Shift
- 06:00 -- 14:00 Hrs B Shift
- 07:00 -- 15:00 Hrs C Shift

And so on..

- B. Office shifts shall be decided by HOD of the concerned department and notified to the HR. The Departmental Heads will inform to HR for any changes in the Duty Roster.
- C. Executives are expected to mark their attendance through biometric system and mention the entry and exit time in register accordingly.
- D. In case any employee fails to punch his/her attendance while exiting the office, his/her last recorded time on the punch machine will be considered as exit time and will be penalized for early exit by way of 0.5 days PL deduction.
- E. Early leaving on genuine medical grounds or for official reasons should be approved in writing by the respective managers/HODs.
- F. Four late comings in a month shall lead to deduction of half day leave or LWP as the case is. (For e.g. 0.5 PL will be deducted on the fourth day of late coming). The grace time is 10 mins.
- G. Point number E & F will not be applicable on Evening shift executives.

- H. More than 30 mins of late reporting would require explanation to the concerned HOD. In case such late coming happens twice in a month shall attract deduction of 0.5 PL.
- I. Executive should clock a minimum of 4 hours in office to avail of half a day leave.
- J. In case executive has to go for meeting/travel in the morning before coming to office, the same should be marked in the register/employee portal on the previous day and else communicated to the manager/HODs
- K. The office will observe declared holidays which are specified in advance. The list of declared holidays will be decided at the beginning of every calendar year and will be strictly adhered to thereafter unless emergency. Bank / other holidays announced by the Government during the course of the year will not affect our list.
- L. However, in the event of a bandh / strike / other emergencies, it will be under the discretion of the management to take a suitable call.
- M. Employees leaving the premises during working hour will have to get the gate pass sanctioned from their Departmental Heads, further sales team, reporters & cameramen on shoot and Departmental Heads are exempted from the same.
- N. Executive going out for lunch will have to get the gate pass from the HOD on daily basis. 30 minutes Lunch break are available for all employees in a shift.
- O. All HOD's going on leave or tour will have to give charge to the immediate subordinate.
- P. Any request or intimation made to the HR should only be sent at hr@ibc24.in.

LEAVE

PURPOSE

The purpose of the policy is to release its employees from the pressure of work and to provide them personal time-off. It is expected that all employees shall use this benefit prudently and judiciously, so that departmental functions are not affected.

POLICY

All executives who are confirmed with the organization are eligible for Privilege leave (PL).

GUIDELINES

A. Privilege Leave (PL)

I. Eligibility

The leave rules would follow a period of 1st January to 31st December.

- i. The PL will be credited at the beginning of every month at the rate of 2 per completed month of service for confirmed employees. (2 PL each month & 3 PL in the month of December, total of 25 leaves in a year)
- ii. For executives taking leaves during the probation period (6 months) will be treated as LWP and will not be eligible for PL. However once the executive gets confirmed accumulated PL's will be added to their account.
- iii. No leave can be taken by any executive during serving of notice period. Cases where advance leave has been taken before being confirmed, and the executive resigns, all the leave taken will be treated as Loss of Pay. PL in the account of the executive shall be freeze / adjusted accordingly as per rule.

II. Computation

- i) Any weekly off comes just after six days continuous leave will also be counted as leave. (Eg: If any employee is in leave from Monday to Saturday then Sunday will also counted as leave) It will be treated 7 days leave instead of 6 days leave.
- ii) If someone is leave from Saturday to Monday and his/her weekly off is on Sunday, 3 leaves will be considered instead of 2 days.

III. Accumulation of PL

- i. A maximum of 45 days accumulated PL can be carry forwarded by a

confirmed employee to the next year.

IV. Encashment of PL

- i. No encashment is permissible if the total accumulation is below the stipulated 25 days of PL. Thereafter, Encashment of PL is permissible for 15 days in a year.
- ii. All such encashment is at the rate of basic pay only. The executive willing to encash leaves should post the request to HR latest by 15th of December.
- iii. The total accumulated PL lying to the credit of the executive computed at the last drawn gross salary is en-cashable on retirement or resignation from service. This will be paid during final settlement.

V. Application

- i. Application of PL by all executives below the rank of M 8 grade should be routed through the HOD's well in advance. A minimum lead time of 15 days is expected for submission of the leave application. This is applicable for other than emergency leaves.
- ii. HOD is expected to validate such request within the 3 days of receiving of such request.
- iii. However, submission of PL application in time does not necessarily mean that PL will be granted. It will not be possible to sanction leave as desired by the applicants in certain cases due to work priorities. Application of leave through SMS will not be entertained.

B. Compensatory off (CF)

I. Eligibility

- i. If an executive works on weekly off will be eligible for C-OFF.

II. Intimation

- i. Executive needs to file the C-OFF application through employee portal.
- ii. HOD is required to validate such request along with a valid reason with HR.

III. Computation & Accumulation

- i. C-OFF is to be availed within the 90 days after which it will lapse automatically.

IV. Encashment of C-OFF

- i. No encashment is permissible

V. Application

- i. Application of Compensatory off by all executives below the rank of M 8 grade should be routed through the HOD well in advance.

C. Public / Festival Holidays (PH / FH)

I. Eligibility

- i. An executive is entitled for 10 public holidays in a calendar year subject to the bureau / location. Such leaves are announced by the government of CG / MP / Delhi and are confined to that location only.
- ii. Executives working on PH / FH are entitled for compensatory off which is to be availed within the Calendar year and will not be carried forward.
- iii. Any other holidays which falls in the month of December can be availed for leaves till 31st Jan of the next year only.

II. Intimation

- i. Executive needs to file the PH / FH application through employee portal within 7 days and take the sanction from concerned HOD.
- ii. HOD is required to validate such request along with valid reason with HR.

III. Application

- i. Application of PH / FH by all executives below the rank of M 8 grade should be routed through the HOD well in advance.

E. Maternity Leave

I. Female employee covered under ESIC act

- i. Female executive covered under ESIC act shall get the leave as per the act.

II. Female employee not covered under ESIC act

- i. Female executives are entitled to get 90 days Maternity leave with full pay, ideally 4 weeks before and 8 weeks after the probable date of confinement only for their first two maternities. Leave beyond 90 days can be adjusted against accumulated Paid Leave lying to their credit at the beginning of the year.
- ii. Extension of leave beyond that limit will not be sanctioned except in very special cases, and that too, will be leave without pay.

F. Miscarriage leave

I. Female Employee covered under ESIC act

- i. Female executive covered under ESIC act shall get the leave as per the act.

II. Female Employee not covered under ESIC act

- i. Female executives can avail maximum of 45 days leave with full pay in case of Miscarriage.
- ii. In order to avail such leave it's mandatory for the executive to submit a copy of medical certificate from registered medical practitioner.

Exceptions

This policy is subject to modification, amendments and alterations by the management at any point of time without any prior intimation or notice.