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History

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1.0	31 st Dec 2008	Maryann J	Sunil Sankar	Sunil Sankar	
2.0	31 st Dec 2011	Jayakrishnan. M	Buddhadeb Das Gupta	Buddhadeb Das Gupta	Policy reviewed and revised.
2.1	16 th July 2012	Jayakrishnan. M	Buddhadeb Das Gupta	Buddhadeb Das Gupta	Changes to improve clarity.
2.2	22 nd Jan 2013	Nanditha J	Jayakrishnan M	Buddhadeb Das Gupta	To improve clarity on DL and leaves for trainees.
2.3	2 nd Feb 2016	Nanditha J	Jayakrishnan M	Jayakrishnan M	Changes to improve clarity
2.4	1 Apr 2017	Nanditha J	Jayakrishnan M	Bala Gopalakrishnan	Revised as per: The Maternity Benefit (Amendment) Act 2017
2.5	25 th Apr 2017	Nanditha J	Jayakrishnan M	Bala Gopalakrishnan	Changes in calculation of PL encashment calculation

2.6	2 nd Jan 2018	Nanditha J	Jayakrishnan M	Bala Gopalakrishnan	Increase the number of BL to 3
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Table of Contents

1.	Purpose	3
2.	Scope	3
3.	Privilege Leave (PL)	3
4.	Sick Leave (SL)	5
6.	Maternity Leave (ML).....	6
7.	Bereavement Leave	7
8.	Paternity Leave	7
9.	Discretionary Leave (DL)	8
10.	Loss of Pay Leave (LOP).....	9

1. Purpose

- 11** To establish standard guidelines to enable employees to take time off from work for reasons of rest and relaxation, Illness, Maternity and any other reasons.
- 12** To ensure appropriate leave management in the organization.

2. Scope

- 21** This policy covers different categories of leave such as Privilege Leave, Sick leave, Discretionary Leave, Maternity leave, Paternity Leave, Bereavement Leave.
- 22** Calendar year is followed for all leave management purposes – Calendar year is from January 1st to December 31st.

3. Privilege Leave (PL)

31 Leave Rules

- 3.1.1** For all employees (apart from Trainees), 18 days of Privilege Leave is credited at the beginning of the year OR on the date of joining on a prorated basis (3.1.4).
- 3.1.2** During probation period, employees are eligible to earn Privilege leave but they are permitted to avail it only after confirmation.
 - 3.1.2.1.** Consideration for unlocking Privilege Leave during probation will be only for serious accident or serious illness resulting in prolonged hospitalization or confinement to home, and bereavement in the immediate family (Only Parents, Spouse or Children).
 - 3.1.2.2.** Unlock request will not be entertained for any planned occasion like marriage, birthday celebrations, house warming etc.
 - 3.1.2.3.** Unlock request must be approved by Business Head & COO.
- 3.1.3** Privilege Leave is calculated as one Privilege leave for every 20 days worked.

3.1.4 Privilege Leave is calculated on a prorated basis for the new joiner's. (Details as per table below).

Joining Month	PL eligibility
January	18
February	16.5
March	15
April	13.5
May	12
June	10.5
July	9
August	7.5
September	6
October	4.5
November	3
December	1.5

3.1.5 Leave eligibility calculation will exclude the days the employee has been on Privilege leave / Sick leave.

3.1.6 Balance of un-availed privilege leave in respect of all employees will be carried forward to the next year. However, at any given point of time the accumulated carry forward leave should not exceed 35 days.

3.1.7 Privilege leave may be encashed only at the time of Separation / Retirement following the formula $(\text{Monthly Basic}) * (\text{Leave balance}) / 22$. For PL encashment, calculation will be based on the actual tenure spent in the organization and will NOT be based on the pro-rata leave grant as per the table above, i.e. excess leaves granted will be deducted from calculation.

3.1.8 Encashment of Privilege leave at the time of separation is permitted only after completion of one year with the Organization, and with a minimum count of 10 days and a maximum of 35 days

3.1.9 At the time of separation if the Privilege leave consumed is more than the eligibility, the excess will be deducted at the time of full and final settlement. Please note this will be calculated @ full day salary since PL entitles to full pay.

3.2 Leave Application Process

3.2.1 All confirmed employees are eligible to apply for Privilege Leave.

3.2.2 Approval from the Manager is mandatory before availing/proceeding on Privilege Leave for more than 2 days.

3.2.3 Employees applying for half day Privilege Leave in a session should clock in 4 hours for the remaining half day session for the day.

3.2.4 Application for Privilege leave for more than 2 days should be submitted at least two weeks prior to the date on which leave is to start.

3.2.5 Application for long Privilege leave (more than 7 days) should be applied at least four weeks in advance.

3.2.6 Application for long Privilege leave (more than 10 days) should be applied at least four weeks in advance and needs approval from the Business Head and COO.

4. Sick Leave (SL)

4.1 Leave Rules

4.1.1 Sick leave for employees covered by Employees State Insurance Scheme shall be granted as per the rules and regulations of Employees State Insurance Scheme.

4.1.2 All probationary and permanent employees are eligible for up to 10 days of paid leave which can be availed as Sick Leave or for any other general purpose leave in a calendar year.

4.1.3 All Trainees are eligible for 1 day SL per month.

4.1.4 Sick Leave is calculated on a prorated basis for the new joiner's. (Details as per table below).

Joining Month	SL eligibility
January	10
February	9
March	8
April	7.5
May	7
June	6
July	5
August	4
September	3
October	2.5
November	2
December	1

4.1.5 Sick leave can be carried forward to the next year.

4.1.6 Un-availed Sick leave can be accumulated up to a maximum of 30 days.

4.1.7 Sick leave cannot be encashed.

42 Leave Application Process

4.2.1 Though prior approval is not required for availing, it is mandatory that Managers are kept informed about the leave under all normal circumstances.

4.2.2 Employees applying for half day Sick Leave in a session should clock in 4 hours for the remaining half day session.

4.2.3 A medical certificate from a qualified medical practitioner is a must and should be produced for availing more than 3 days of Sick Leave.

5. Maternity Leave (ML)

5.1 Leave Rules

5.1.1 Maternity rules will be governed as per 'The Maternity Benefit (Amendment) Act 2017'. With effect 1st April 2017.

5.1.2 Women employees can avail Maternity leave up to a maximum of 26 weeks (182 days).

5.1.3 Women employees can avail Maternity benefits on completion of 80 days' employment with the company.

5.1.4 Intervening off days and holidays will be treated as Maternity Leave.

5.1.5 The ML can be used 8 weeks (56 days) prior to the expected date of delivery for the first two children and 6 weeks (42 days) prior to the expected date of delivery for third child onwards.

5.1.6 A woman who legally adopts a child below the age of three (3) months or a commissioning mother shall be entitled to maternity benefit for a period of 12 weeks (84 days) from the date the child is officially handed over to the adopting mother or the commissioning mother.

5.1.7 As per the act, Women employee can avail up to a maximum of 6 weeks of leave in case of a Miscarriage.

5.1.8 Medical Certificate should be provided to support the leave application.

5.1.9 This leave can be availed immediately following the date of miscarriage.

5.1.10 Maternity leave cannot be combined with any other leave types and any extensions to all the above-mentioned leaves would be under loss of pay (LOP) and would be based on prevailing business situation and Managements discretion.

52 Leave Application Process

5.2.1 Though prior approval is not required for availing, it is expected that Managers are kept informed about the leave plans well in advance of the expected due date.

5.2.2 ML extension needs approval from Business Unit and HR department.

6. Bereavement Leave

6.1.1 This leave is applicable to all employee's including trainees, and is granted in the case of passing away of immediate family members (Parents, spouse and children only).

6.1.2 The leave entitlement for such an event is 3 days.

6.1.3 This leave must be taken within a span of one month from the date of the event.

6.1.4 It is expected that the Managers are kept informed in case of such unfortunate events.

7. Paternity Leave

7.1.1 This leave is applicable to all male employee's including trainees.

7.1.2 A male employee who becomes a father will be eligible for paternity leave of 2 days.

7.1.3 This leave is valid for up to 2 children only.

7.1.4 This leave must be taken within 15 days from the birth of the child.

7.1.5 Though prior approval is not required for availing, it is expected that Managers are kept informed about the tentative leave plans.

8. Discretionary Leave (DL)

8.1 Leave Rules

8.1.1 Discretionary leave is absolutely at the discretion of the Manager and is applicable only in such cases where the employee had to work on Holidays / weekly off days on multiple occasions.

8.1.2 Discretionary leave grant must be done within 4 to 6 weeks from the time he/she has worked on an off day.

8.1.3 Discretionary leave is calculated as per below:

8.1.3.1. 1 full Saturday (9 hours) = 0.5 day

8.1.3.2. 1 full Sunday or other declared holiday (9 hours) = 1 day,
(4 hours) = 0.5 days

8.2 Leave Application Process

8.2.1 To avail Discretionary leave, the employee must apply for a leave grant in the next one week and the leave grant must be approved by the reporting manager and the Group head/Delivery head.

8.2.2 Discretionary leave granted must be ideally used within 4-6 weeks of the grant i.e. 4-6 weeks from the time he/she has worked on an off-day.

8.2.3 Maximum of 4 days of unused discretionary leave can be carried forwarded beyond a month and clubbed together to be used in the same calendar year.

8.2.4 Application for Discretionary leave for more than 2 days together should be submitted at least two weeks prior to the date on which leave is to start.

8.2.5 Discretionary leave cannot be encashed or carried forwarded to the next calendar year.

9. Loss of Pay Leave (LOP)

9.1.1 Under special circumstances employees who do not have any other leave to their credit should opt for LOP leave.

9.1.2 This will be at the discretion of the head of the function in consultation with Head HR.

9.1.3 Any leave not applied / approved will also be treated as leave on loss of pay.

In case the employee remains absent for more than **7 days** without information / intimation, the company will be compelled to treat this absence as voluntarily abandoning from the services of the company.

In such cases the company retains the rights to take appropriate action against the employee as per the disciplinary process including termination from the services of the organization without notice.