

LEAVE POLICY

Casual Leave

- You are entitled for 12 days' annual leave, i.e., one (1) day leave per month. The unused leave will be carried forward to next month.
- On completion of 90 days (3 months), all the previous unused leaves (if any) shall lapse. That is, leave cannot be carried forward beyond 3 months.
- No payment shall be made in lieu of any unused leave at the end of the year (financial or calendar).
- Advance Notice needs to be served 15 days prior taking any festival or planned off else it will be counted as unpaid leave.

Sick Leave

- In case of sick leave the office needs to be intimated on the same day. Please reach out to your reporting manager and ensure to drop an email on the same.
- If sick leave is more than one (1) day in a month, the medical certificate needs to be produced.
- All the sick leaves in excess of 1 (one) sick leave per month, shall be counted as unpaid.

Work From Home (WFH) / Work from Client Place (WCP)

1. The company does not promote WFH culture. Accordingly no WFH shall be allowed for anyone under normal circumstances.
2. In case the employee falls sick on any given day and is unable to attend the office same shall be marked as sick leave.
3. **WFH shall be allowed in following scenarios only **with prior written approval of the reporting manager at least 3 days in advance****
 - a. If the employee is required to travel to clients office and work from there.
 - b. If the employee is unable to attend the office for personal reasons but is available to work.
4. Without prejudice to anything contained in **Clause 3** above, in any given month no more than one (1) WFH day shall be allowed to be marked by any employee in relation to the matters not stated in **Clause 3** above. In case more than one (1) WFH is marked by any employee during the month, it shall be calculated as leave as described in **Clause 5** below.
5. Without prejudice to anything contained in **Clause 3** above, if the employee marks more than one (1) WFH during any month the same shall be marked as a leave equivalent to 1.25 times of all such incidences in the month.

6. In the event of any unforeseen circumstances beyond the control of the employee, the employee is unable to attend the office or unable to work in the office, the employee is obligated to discuss the same with their reporting manager to resolve the issue. The reporting manager shall have the right to approve any out of pocket expenses or customary expenses mandatory to resolve the situation and enable the employee to resume the work. Such expense can then be charged to the company and claimed as out of pocket reimbursement.

Minimum Working Days (MWD) Leaves

- Irrespective of the number of holidays or weekends in a month, it is mandatory to attend office for a minimum number of 22 working days. Any leaves taken after marking the attendance of 22 working days shall be considered as the leaves taken in the normal course of business.
- In the event of the number of working days (WD) in a month following below 22 working days, leaves equivalent to 1.25 times of the leaves taken calculated only for leaves falling short of the 22 WD shall be marked, in addition to the leaves taken in the normal course.

For eg:

Total Leaves = Leaves taken in the month (A) = 4

Weekends = 6

Working days = 20

Leaves taken in normal course of business (B) = Total Leaves – [22 – Working Days]
= 4 – [22 – 20] = 2

MWD leaves = [(22 – 20) * 1.25] = 2.50

LOP for the month (B + MWD leaves) = 2 + 2.5 = 4.50 leaves

- National/ Public holidays shall be excluded while calculating the above leaves.

For & On Behalf of Plutus Consulting

Place: Delhi