



OPD_Leave Policy

Document Details

Document Path	http://192.168.1.102:9073/Mindshare/5gal/policies/OPD_Leave Policy
Document Version	2.0
Document Date	January 20, 2009
Document Status	Final
Circulation Type	Internal
Circulation List	All@ 5G



Revision History

Ver No/ Date	Added/ Revised By	Content Added/Changed	Reviewed/ Approved By	App. Date	Broadcast Date	Effective Date
1.0/ Jan 1,2001	Sankaran Kutty	Basic Content	Sumitra Seshan /COO	Jan 1, 2001	Jan 1, 2001	Jan 1, 2001
2.0/ Mar 26, 2007	Carla Galdo Morales	Update	Sumitra Seshan /COO	Mar 28, 2007	Mar 28, 2007	April 1, 2007
3.0/Jan 2009	Mgmt Committee	Working Hours, Prime time, Type of Leave, No. of days & policies related to type of leave	Sumitra/C OO	Jan 19 th 2008	Jan 20 th 2008	Immediate



Table Of Contents

1.0	Introduction	4
2.0	Working Hours	4
3.0	Various types of Leave	5
4.0	The Process.....	7



1.0 Introduction

The purpose of this document is to list the policies that govern the working hours, leave entitlements and the leave application process at 5G.

2.0 Working Hours

- 5G's normal working hours are from Monday to Friday 9:30 am to 6:00 pm. All employees are expected to work for 8 hours a day (excluding half hour of lunch break).
- 5G believes in allowing employees to choose their own timings for work outside of the "prime working hours" (10.00 am to 4.00 pm), unless the chosen timing does not jeopardize the work schedule and progress of the project (or) work that they are assigned to AND the chosen times are acceptable to their Project Lead/Manager/Reporting Manager.
- Cases where employees not present during prime working hours will be considered as short leave.
- In case an employee needs to leave 5G premises for any reason during the working hours, then he/she can do so after informing their respective reporting manager. This will be treated as a 'permission (or) short leave'. Employees are allowed to go on 'short leave' only twice during a given month and beyond that will be treated as half day leave.



3.0 Various types of Leave

All Permanent employees of 5G are eligible for 4 Days of Personal Leave 12 days of Earned Leave and 6 days of Sick Leave. The section below provides the guidelines for various type of leave.

Personal Leave

- Number of Days in a Year- 4.
- Only confirmed employees are eligible for this leave.
- The leave will be credited on the first day after the completion of the probation period and 1st of January in the subsequent years.
- All leave applications are authorized by the respective reporting managers.
- Individuals should apply for leave at least 1 day in advance. In case permission is not obtained prior to taking leave, then it should be sought on the day of reporting back to duty.
- Personal Leave can be applied only for a maximum of two days at a stretch.
- Personal Leave cannot be carried forward to the following year.

Earned Leave

- Number of Days in a Year- 12.
- Only confirmed employees are eligible for this leave.
- One day will be credited at the end of every month.
- The respective reporting managers have the authority to approve the leave applications.
- Individuals should apply at least 1 day in advance. In case permission is not obtained prior to taking leave, then it should be sought on the day of reporting back to duty.
- 50% of the Earned Leave can be accumulated subject to a maximum of 18 days over a period of three years. The remaining 50% if not availed will lapse at the end of every year.



Sick Leave

- Number of Days in a Year- 6.
- All employees are eligible for this leave.
- The leave will be credited on the day of joining and 1st of January in subsequent years.
- The respective reporting managers have the authority to approve the leave application.
- In cases where the individuals have applied for more than 3 days at a stretch, the individual needs to get a medical certificate signed by a certified practicing physician.
- Sick Leave cannot be carried forward to the following year.

Maternity Leave

- Maximum of twelve weeks of which not more than six weeks shall precede the date of expected delivery.
- Woman employees shall be entitled to maternity benefit only if they have actually worked in the company for a period of not less than eighty days in the twelve months immediately preceding the date of her expected delivery.
- The employee concerned should send a request to the Reporting manager. The request is then forwarded by the Reporting Manager to the Operations Head for approval.

Compensatory Day-offs

Permitting employees to take Compensatory Day-offs is completely left to the judgment of the Reporting Manager. Employees are eligible for Compensatory Day-offs only in cases where he/she has been asked by their Project (or) Reporting manager to work on week ends or holidays in order to handle certain emergency situations or to accomplish special assignments that do not form part of his/her regular duties (ex: conducting technical interviews). Working on week ends to accomplish regular work (or) to complete their assigned tasks will not be considered as cases for compensatory day-offs.



4.0 The Process

Step 1: Online leave application is available in Mindshare and the following link will directly route you to the Leave Application system.

<http://fifthgen/mindsharecms/approveleave.aspx>

Step 2: A screen as shown below will be displayed with the details of available leave balance.

Leave Type	Current Balance	Applied For	Balance After Approval
Personal Leave	4	0	4
Earned Leave	18	0	18
Sick Leave	6	0	6

Step 3: After filling-in the appropriate details, click on the 'Apply Leave button' in order to complete the process. An automatic email will be routed to your Reporting manager for approval.

Step 4: On approval/rejection, you will receive an email notification from the Reporting Manager and the same will be copied to HR-Admin.

Step 5: Even if you do not have any leave balance you still can apply for leave and the number days that you have applied for will be considered as Loss of Pay.

Step 6: The Admin Department then updates the Leave Register of individual employees with the available information.

- End of Document -