

# **S.S. Medical Systems (I) PVT LTD**

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## **HR Policy**

# **Leave Policy**

**Policy Effective Date: <01/04/2023>**

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## Revision History

Ver No.	Change Description	Prepared By	Reviewed By	Approved By	Date
1.	i. Clause 4.5.1. Earned / Privilege Leave	Bharti Anand – HR Executive	Priya Bhandari – Co-Founder & Director	Monish Bhandari – Founder & CMD	26.04.2023

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## 1. Objective

The primary objective of introducing Leave policy is to ensure employees are provided with a reasonable and regular amount of rest and recreation away from work. Some types of leaves are introduced for personal emergencies. This policy is a guideline for all employees to follow and explains the types of leaves available, the eligibility and the procedure to avail leaves.

## 2. Scope and Applicability

All employees in the organisation.

## 3. Definition/Glossary

Term/ Abbreviation	Definition / Expansion
EL	Earned Leave
CL	Casual Leave
SL	Sick Leave
ML	Maternity Leave
PTL	Paternity Leave

## **4. Policy/Process**

### **4.1. Owner & Administration**

HR owns the leave policy and hence will administer the same appropriately. The policies and procedures are subject to change from time to time depending on various socio-economic factors or as per law and will be decided solely by HR.

### **4.2. Eligibility**

All regular and confirmed employees of the organization are covered in the leave policy. Employees who are on probation or hired as trainees will be eligible for Causal leaves only. Leave year begins from 1<sup>st</sup> of April to 31<sup>st</sup> of March. each year and will be available only upon completion of each year of service. Leaves will be credited to individual employee's leave account at the end of every month (post the date of confirmation) and employees can avail of leaves once earned during the year. Employees who have joined during the year will be eligible for prorated leaves from the date of confirmation of employment.

Any weekly offs or declared holidays or national holidays which fall in between any leaves applied by an employee will be considered as leave days.

### **4.3. Prefix/suffix**

Leaves taken at the beginning of a work week immediately succeeding a weekly off or end of a work week immediately preceding a weekly off will be considered as leave days including the weekly off days

### **4.4. Other conditions**

It is the responsibility of employees to ensure that their respective Managers take appropriate action on the leave applications before proceeding on leaves.

Leaves availed in an emergency and only under unavoidable circumstances must be regularized in the system as soon as possible, which otherwise will result in loss of pay.

In the event an employee leaves the organization or becomes ineligible for leaves for whatever reason, leaves availed in excess of eligibility will result in loss of pay (LOP).

Employees are not allowed to merge two types of leaves continuously

Extended SL / ML / PTL must be accompanied by a doctor's certificate and forwarded to HR for action with the consent of the Manager

## 4.5 Leave Policy:

- A. All employees will be eligible for leaves.
- B. Workflow in system: Leave applied by employees is marked to reporting manager for approval.
- C. Employees who take unapproved leave will be marked as "Absent x2".  
This means that the Employee will lose 2 days (gross pay) of pay for every 1 day of unapproved leave.
- D. Once CL/EL is exhausted, salary deduction will come in effect.

SN	Type of Leave	Number/ financial year	Calculation
1	EL (Earned Leaves)	15	Pro-rata basis 1.25/month
2	CL (Casual Leaves)	12	Pro-rata basis 1/month
3	SL (Sick Leaves)	7	Approved on medical ground
4	Half Day	On approval	
5	Compensatory Off	On approval	1 day comp off for working on 1 non- working day
6	Work From Home	On approval	Eligible for 70% of day salary
7	ML (Maternity Leave)	3 month ( first two Kids)	

## **Types of Leaves**

### **4.5.1. Earned / Privilege Leave**

All confirmed employees are eligible for 15 days of EL / PL per completed year of service. However, employees can avail leave during the year as and when credited to their respective accounts.

Any un-availed AL/PL during the year will not be carried forward to the next year. Leave encashment is allowed only upon termination of the contract for any official reason and where the employee has un-availed AL/PL leave balance. Encashment is based on monthly basic salary, divided by 30 days of the month and multiplied by the number of days of unavailed leave balance of the employee.

Un-availed EL and CO will be encashed and payable with the 1<sup>st</sup> salary of the next financial year; i.e: Un-used EL & CO for FY 22-23 will be payable with April '23 salary.

Grant of leaves is at the discretion of the Manager or HR, as the case may be, and in line with the ground reality of any important assignments or client commitment that cannot be compromised.

**Procedure to avail EL/PL:** Employees are required to plan their annual vacation at least 4 weeks in advance and inform their Managers. Post the discussion and agreement, EL/PL should be appropriately applied through Official mail.

#### **Earned Leave Rules:**

- a. 1.25 EL gets credited every month on Payroll end date – 24<sup>th</sup> of the month
- b. EL request should be communicated at least 7 days prior from effective date.
- c. More than 3 days absence (not amounting to sick leave) will be considered as EL
- d. EL will not be carry forward to next financial year.
- e. EL will be encashed at the end of financial year (1 EL = 1 day gross salary)

- f. Employee on probation is not eligible to avail EL.
- g. EL will be calculated and credited (post probation period) to Employees' leave account after confirmation.
- h. At the time of separation, EL and CO will be added with F&F.
- i. CL & EL cannot be clubbed together.
- j. Sandwich rule is applicable to EL

#### **4.5.2. Casual Leave**

All employees are eligible for 12 days of CL per annum.

**Procedure to avail CL:** Employees are urged to plan their CL as early as possible and inform their respective Managers. Post discussion and agreement, CL should be appropriately applied through Official mail.

##### **Casual Leave Rules:**

- a. One CL gets credited every month on Payroll start date – 25<sup>th</sup> of the month
- b. CL will be accumulated and get lapsed at the end of financial year.
- c. Casual is generally for emergency and **mandated** to be informed within two days of leave availed, in absence of prior or post (within two days) information, absence will be considered as LWP marked by reporting manager.
- d. Casual leave cannot be taken as more than 1 at stretch and prior approval (7 days in advance) is required
- e. Sandwich rule is applicable to CL

#### **4.5.3. Sick Leave**

All confirmed employees are eligible for 7 days of SL per annum. In case of SL availed for more than prescribed days, salary will be deducted

**Procedure to avail SL:** Employees are urged to keep their Managers informed of their sickness at the earliest in order to allow them to plan for continuity of tasks on hand. SL has to be regularized through Official mail



at the earliest opportunity by the employee, which otherwise might lead to loss of pay.

**Sick Leave Rules:**

- a. New joiners will not be eligible for sick leave during probation period.
- b. Sick leaves will not carry forward to next financial year.
- c. Sick Leave is only approved on ground of medical documents and certificates.
- d. After SL is exhausted, absence due to sickness will be accounted for LOP and cannot be clubbed with any other leave.

**4.5.4. Maternity Leave**

Female employees who have worked continuously for a period of 80 days with the company in the past twelve months immediately preceding the date of expected delivery is eligible for maternity leave as per Maternity Benefits Act, as amended in Mar 2017.

Eligible employees can avail of paid Maternity leave for a continuous period of 26 weeks, of which 8 weeks can be availed for the pre-natal period. Maternity leave of 12 weeks for adopting a child below 3 months and for commissioning mothers are allowed. 3 month of leave is authorised for 2 surviving kids.

Any other maternity conditions other than normal pre-natal / post-natal conditions should be based on doctor's certificate and discussed with HR / Manager for sanctioning appropriate number of days leave and as permitted by law

**Procedure to avail ML:** Employees must keep their Managers well informed of their ML to allow them to make alternate plans for continuity of tasks on hand. ML must be applied through Official mail by the employee. Any approved extension of ML must be updated by the Manager on behalf of the employee in case there is no access to the Official mail to the employee to avoid any loss of pay.

#### **4.5.5. Paternity Leave**

Male employees are eligible to avail maximum of 15 days as per law, extendable up to 3 months under the medical condition of spouse or child can avail of PTL from the date of birth of their child.

**Procedure to avail PTL:** Employees are required to keep their Managers well informed of their leave plans to allow them to make alternate plans for continuity of tasks on hand. PTL must be applied through Official mail by the employee. Any approved extension of PTL must be updated by the Manager on behalf of the employee in case there is no access to the Official mail to the employee to avoid any loss of pay.

### **5. Special Circumstance and Exception**

Maternity Leave is applicable only for female employees

Paternity Leave is applicable only for male employees

Any Deviation to this policy has to be approved by HR. Any changes to the policy have to be approved by Legal and Compliance.

### **6. Non-compliance and Consequence**

Non-compliance or frequent inconsistencies in adherence to this policy will lead to disciplinary action as appropriate by HR and the Manager

### **7. EL Sandwiching rule:**

When applying for hopping ELs and clubbing weekends or holidays, days between last working day and reporting day will be counted as leave days i.e EL

#### **Example :**

Last working day Nov 2 and next reporting day 8 = EL count applicable as 5

Nov 2	Nov 3 Wednesday	Nov 4 Thursday	Nov 5 Friday	Nov 6 Saturday	Nov 7 Sunday	Nov 8 Monday
Present in office	Leave – EL	Holiday	Holiday	Leave- EL	Weekend	Reported to Office

## **8. Compensatory Off:**

- a. Comp offs are given to Employees who work on Sunday's and Holidays.
- b. Employee can avail maximum of 1 compensatory off as leave per month.
- c. Comp Offs are accumulated, and unused Comp. Offs are paid at 1.5 times (1 Comp Off = 1.50 -day gross salary) at the end of the financial year; i.e.: Un-used CO's for FY 22-23 will be encashed and paid with April '23 salary.

## **9. Half Day Leave Rules**

- a. Any employee requesting for half day will be adjusted from CL first then EL, after EL and CL is exhausted half day salary deduction will come in effect.

## **10. Work from Home:**

- a. Approving work from home is reporting manager discretion.
- b. Work from home must be pre-approved.
- c. Work from home salary calculation is taken as 70% of gross salary of a day