

LEAVE CATEGORIES

The Leave policy aims to enable Employee(s) members to strike a work-life balance and take their normal holiday each year for rest and relaxation as well as take time off work to attend to some personal/family exigency/sickness or any other requirement. Health, efficiency, and productivity may be impaired if employee(s) work long periods without a break/holiday.

GUVI will be guided by the provisions of the TN Shops & Establishment Act 2018 (amendments) and its rules, generally unless there are specific exemptions sought and obtained in this regard for GUVI

- The leave of regular employees shall be based on the financial year i.e. Leave year is from 1st April to 31st March. Entitled Earned Leave, Menstrual Leave (for women), Sick Leave and Casual leave shall be credited to employees at the beginning of the year. For new employees Menstrual Leave, Sick Leave and Casual Leave shall be credited proportionately at the time of joining. Earned Leave shall be credited from 13th month on completion of 12 months of continuous service. Such crediting of leave in advance shall not prevent the Organization from adjusting excess leave taken against final dues, should the employees depart from the service of the Organization prior to having earned that leave time.
- If an employee does not have any leave to his/her credit, days of absence from duty shall be treated as leave without pay subject to approval from the Department Heads.
- Leave granted shall be taken for the purpose intended and ordinarily different types of leave may not be utilized in conjunction with each other. An exception to this would be maternity leave and documented continuing illness, which may, be covered first by earned and then casual leave after sick leave has been exhausted.
- Weekly off / Holidays falling during the leave period are not counted against the leave period, except in case of Maternity Leave.
- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons. The employee must seek and obtain written approval for all types of leave from the BU / Functional Heads through his/her immediate supervisor. If an employee is unable to obtain an approval (for Casual, Sick & Menstrual Leave), he/she must

arrange to inform his/her unit by phone to send a message of his/her inability to attend office and shall submit a leave application immediately on assumption of duties.

- Absence from duty after expiry of leave entails disciplinary action.
- An Employee(s) on leave is not allowed to take up any service or employment elsewhere.
- It will be the discretion of CEO to make any exception to the prescribed leave rules.

1. Earned leave (EL) - for Regular Employees

- All employees shall be entitled to 12 working days per financial year, which shall accrue proportionately for the balance months remaining in the year.
- Mail approval for Earned Leave must be obtained at least 5 days in advance.
- Employees will be entitled to avail Earned Leave only after completing 12 months of service i.e. upon successful completion of probation of 2 months inclusive.
- Minimum earned leave that can be availed at a time is three days but the frequency of availing earned leave should not be more than five times in a financial year.
- Earned leave can be accumulated for a maximum of sixty days. Earned leave in excess of sixty days will lapse by default.
- Leaves carried forward to the next year would be the actual balance left at the end of the financial year. Accumulated Earned Leave up to a maximum of sixty days will be encashed at the time of leaving the Organization.
- An employee shall not utilize advance earned leave from the next financial year under any circumstances
- Minimum earned leave that shall be deducted for the purpose of availing Leave Travel Allowance (LTA) is five consecutive working days. (Refer LTA Policy).
- Earned leave shall not be availed while serving the notice period.

- Intervening holidays will no longer be counted as Earned Leaves and will be counted as per the actual number of days availed.

2. Sick leave (SL) - for Regular Employees

- All employees shall be eligible to access up to for 12 days sick leave per year at the beginning of each financial year. For new employees proportionate Sick Leave for the remaining months in the year shall be credited to the employee at the time of joining.
- Sick leave requests shall be submitted at the earliest convenience for approval. A medical certificate and a certificate of fitness shall be submitted for sick leave exceeding 3 days.
- When long illness causes absence beyond the approved sick leave, a Medical Certificate from a Registered Medical Practitioner should be forwarded immediately to the Department Heads. Sick Leave may be availed of during notice period subject to same conditions.
- If leave is required for more than continuous period of 10 working days, doctor recommendation is required on a fortnightly basis.
- Accumulation of a maximum 36 days is allowed but encashment is not allowed.
- Usage of sick leave is allowed for employee sickness, injury, pregnancy and medical appointments and to take care of ill immediate family member/dependent.
- An employee who has taken leave on medical grounds for any contagious disease must produce a medical certificate of fitness by the doctor prior to resuming work duties.
- Leave sanctioning authority may secure second medical opinion, if considered necessary, especially in the cases of long sickness at the discretion of Line manager.

3. Casual leave (CL) - for Regular Employees

- All employees shall be granted 12 days Casual Leave at the beginning of the year. For new employees proportionate Casual Leave for the remaining months in the year shall be credited to the employee at the time of joining.
- All Casual Leave should be requested at least 24 hours in. If the employee is unable to obtain prior approval he/she should arrange to inform his/ her supervisor by phone or by message of his/her inability to attend office and shall submit a leave application immediately on resumption of duty.
- Casual Leave is not encashable at the time of separation from the Organization.
- Unused Casual leave will lapse at the end of the financial year.
- Generally, casual leave shall not be granted for more than three consecutive days at one time except with specific approval of BU/ Function Head

4. Paid Leaves (For Consultants/Interns)

- Unless otherwise stated in the employment contract, Sessional Employees, Consultants & Interns can avail 1 day of casual leave per month. The said leaves can be accrued only within the financial year.
- Such casual leaves can be accumulated during the financial year only.
- Such casual leaves cannot be encashed.
- Such casual leave cannot be availed in conjunction with any other leave.
- Employees are encouraged to notify their supervisors timely and plan their leaves in a manner to avoid work disturbance when there is a need.

5. **Paid Leaves (For employees who are paid an honorarium)**

Unless otherwise stated in the employment contract, honorarium employees can avail 2 day of Casual leave per month. The said leaves can be accrued only within the financial year.

- Such casual leaves can be accumulated during the financial year only.
- Such casual leaves cannot be encashed.
- Such casual leave cannot be availed in conjunction with any other leave.
- Employees are encouraged to notify their supervisors timely and plan their leaves in a manner to avoid work disturbance when there is a need

6. **Maternity Leave (ML)**

- All confirmed female employees shall be entitled for Maternity leave as per maternity benefit act 2016, with full pay for a period of continuous 26 weeks (excluding national holidays) for each pregnancy up to a maximum of 2 confinements.
- Leave taken for prenatal treatment for the first 7 months of pregnancy will be considered as normal leave not maternity leave.
- A woman employee can take maternity leave earliest 8 weeks before the expected date of delivery.
- Every woman employee, who has an offer to work at least 06 months with GUVI and who has actually worked for a period of at least 80 working days during the 12 months immediately preceding the date of her expected delivery, is entitled to receive maternity benefit as per the provisions of the Maternity Benefit Act.
- The CEO, in consultation with HR may grant extension to ML in special circumstances.

- Maternity leave shall be granted based on the submission of a doctor's certificate of pregnancy and is subject to the following conditions:
 - ◆ For a maximum of twice in the employee's tenure with the organization
 - ◆ Accumulation of Sick leave can be clubbed with maternity leave with a medical certificate upon prior approval only.
 - ◆ Availing maternity leave beyond entitlement and without approval would be the cause of strict disciplinary action.
 - ◆ An employee who absents herself for more than 8 days beyond the maternity leave entitlement, without leave authorization, shall be deemed to have left her job.
 - ◆ In case of miscarriage a special leave up to a maximum of six weeks may be granted on submission of doctor's certificate.
 - ◆ Employees are encouraged to notify their supervisors as soon as the pregnancy is confirmed. Similarly, they are encouraged to notify their supervisors about their return to work.
- During maternity leave, leave salary equal to last pay drawn is admissible.
- Un-availed Maternity Leave can neither be encashed nor accumulated.

7. **Paternity Leave (PL)**

- Male employees shall be entitled to avail paternity leave twice during their tenure of service with the organization, for not more than two surviving children.
- A male employee is allowed Paternity Leave of 7 working days. This leave may be availed in any combination during the pre-natal period and until 6 months after the birth of the child.
- Such leave should be availed by submitting prior leave application form duly authorized by HR Head. A copy of the birth certificate or similar acceptable & valid document of the child shall have to be submitted upon resuming the duties by the concerned Employee(s).
- Un-availed Paternity Leave can neither be encashed nor accumulated.

8. Marriage Leave (MAL)

- All employees shall be granted 5 days of paid leave
- The marriage invitation needs to be produced to the HR Dept. (through mail) at least 10 days before the said marriage date.
- The marriage certificate needs to be submitted within 90 days from the said marriage date
- Un-availed Marriage Leave can neither be encashed nor accumulated.