

## LEAVE POLICY 2024

The company enforces a **strict “LEAVE POLICY”** that all employees must adhere to.

If it is a planned leave, subordinates must obtain **approval from their Reporting Manager three working days prior to the actual leave date.**

The leave application should be emailed to the Reporting Manager.

### Casual Leave:

The number of Paid Casual Leaves per annum increases with the employee’s seniority in the company, as follows:

Seniority Parameter	Allotted Casual Leaves Annually	Leaves Per Quarter	Clause
0-3 Months	0	0	Employees can club the leaves of the quarter only once per year.
4 months- upto 3 years	12	3	
Over 3 years	16	4	

### Emergency Leave Adjustment with Casual Leave :

**In case of emergency leave, employees may adjust it with their casual leaves.** For example, if an employee wishes to take leave during their menstruation cycle, or has an emergency to attend to, and if they have casual leaves remaining in the current quarter, they may get it adjusted with their casual leaves. Please note that they **must send an email** stating that they are taking a menstruation leave, or elaborate on what the emergency is about so that it be can considered it as a casual leave. However, it is important to clarify that random events like attending a party or wedding cannot be accommodated as emergencies.

### Short Leave:

A leave will be considered a Short Leave up to one and a half hours (1 ½ hours) from the employee’s normal office work timings. **Five short leaves are exempt in a month before 9:10 a.m. After 9:10 a.m. to 10:30 a.m., the short leave will be considered directly.** However, if it exceeds 10, then all short leaves will be counted. It’s important to note that a **short leave amounts to a 1/4 th salary deduction** for that day.

### **Half-day Leave:**

Coming after or leaving before 1 ½ hours from the office will be treated as half-day leave.

**After 10:30 a.m. and 4:30 p.m., it will be considered as half-day.** It's important to note that a **half day leave** amounts to a **1/2 salary deduction** for that day.

### **Sick Leave:**

**Four sick leaves are granted per year. Sick leave will be considered only with the support of a medical certificate.** The supported medical certificate should be issued by a registered medical practitioner **not below the rank of an MBBS doctor.**

**Sick leave cannot be combined with Casual Leave.** Unavailed sick leave will not be carried forward to the next year.

### **Weekend or Sandwich Leave:**

Apply only when it's highly urgent; it is granted once in a quarter, meaning an **employee can avail Sandwich holiday only once in a quarter.** A leave will be considered a sandwich leave when applied leaves are in between or followed by weekend holidays or any other holidays.

An employee who is absent before the weekend and after the weekend will be considered a sandwich, and the deduction of absent and weekend days' salary will be included, similarly applicable to official holidays.

### **Wedding Leave:**

On the occasion of an employee's wedding, one must inform the company **three months in advance and will be granted 7 days of paid leave.** An employee can avail a maximum of 14 days of holidays, though the latter 7 days will be considered unpaid leaves.

### **Maternity Leave:**

Female employees will be given **1 month of paid leave and further 5 months of unpaid leave.** In this case, the employee **must inform the company 5 months in advance.**

### **Elections Leave:**

Two hours exemption will be given to employees to cast their vote.

### **Lunch Break:**

A 40-minute lunch break (from 01:00 pm to 01:40 pm) is allowed. If an employee is engaged in urgent work during lunchtime, they are allowed to have their lunch afterwards

### **Late Comings:**

No late coming is tolerated in the company. Late comings will be aggregated at the end of the month and addressed accordingly.

Thank you.  
Yours truly,



Rangoli Garg  
General Manager  
Web Media Infotech Pvt Ltd

**NOTE: \*Availing leave is not a matter of RIGHT. The Management can refuse to grant leave to an employee due to exigencies of work. Casual leave should be sanctioned 2 to 3 days before availing it from the department head, and earned leave should be as per the company's act. The Leave policy may change as per the requirements and new policies/regulations of the company, with information provided to employees.**