**LEAVE POLICY**

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1. **OBJECTIVE**

To specify the leave entitlements and the terms and conditions governing the same, to

Supremology India employees. The leave policy has been formulated to enable our employees

to maintain a healthy work life balance.

1. **SCOPE**

Applicable to full time & fixed term employees of Supremology Software Services Private Ltd.

1. **GENERAL GUIDELINES**

* Availing of Leaves should be done in a planned manner.
* Leave shall be taken with prior approval. In normal circumstances leave should be approved by the manager at least 15 working days in advance taking in to account any commitments to the projects and/or project deliverables.
* In case of any emergency the employee shall keep the sanctioning authority informed of his/her absence and regularizes the administrative procedures immediately on resumption of duties.
* Leave calendar shall run from 1st January to 31st December for a year.
* Intervening holidays will not be treated as part of leave in the case of Privileged and Sick / Casual Leave.
* Unauthorized absence from work shall be dealt by the management as per the disciplinary action as mentioned in work environment policy
* All employees will need to apply leave by sending an email to your reporting managers
* Unapproved leave, or absence or any leave availed in excess of the available balance will be treated as loss of pay on the basis of Gross Salary. LOP includes the intervening holidays and weekly offs.
* Advance Privileged Leaves and Sick / Casual Leave will be granted on annual basis, will be prorated based on Date of Joining.

1. **LEAVE CALCULATION**

Leaves shall be granted to all new joiners on a prorata basis based on the Date of joining.

New Hires: Leaves will be calculated based on DOJ as explained below

Note: During probation period, Employees are entitled to avail 1 Casual leave per month up

to 6 months. The Casual leave cannot be carry-forwarded and is not encashable after

Probation period. Hence casual leave lapses.

|  |  |  |
| --- | --- | --- |
| Date Of Joining (DOJ) | No. of Earned leaves for all employees | No. Casual leaves for all employees |
| 1 to 15 | 0 | 1 |
| 16 to 30/31 | 0 | 0 |

Employee joining b/w 1st to 15th, full credit of the leave for the particular month.

Employee joining b/w 16th to 30th/31st, No credit for the particular month.

PERMANENT EMPLOYEES

Note: Permanent Employees are entitled for 12 Earned Leaves and 6 Casual Leaves

Casual leaves cannot be carry-forwarded and is not encashable.

Earned Leaves can be carry-forwarded fully and accrued for encashment during the

Final Settlement.

|  |  |  |
| --- | --- | --- |
| Date Of Joining (DOJ) | No. of Earned leaves for all employees | No. Casual leaves for all employees |
| 1 to 30/31 | 1 | 1 |

FOR RESIGNEES

Leaves will be calculated based on LWD (Last working Day) as shown below. Employees

serving notice period are not entitled for EL or CL. However, in emergency situations

it will be considered as LOP (Loss of Pay). Employee resigned in the mid of the leave calendar,

Earned & Casual Leaves will be reversed on a pro rata basis. Availed excess leaves will be

treated as Loss of pay (LOP) in full & final settlement.

1. **TYPES OF LEAVES**

Supremology will follow, below leaves under its leave policy:

1. **ANNUAL LEAVES**
2. Earned Leave
3. Casual Leave

|  |  |  |
| --- | --- | --- |
| Verticals | Earned Leave per year | Casual Leave per year |
| All Verticals | 12 | 6 |

**ANNUAL LEAVES:** Advance Earned Leaves and Casual Leave will be granted on annual basis.

1. **EARNED LEAVE**

The objective of Earned leave is that an employee should have rest or recuperation from time

to time for short spells with pay. All Full time and Fixed term employees will be entitled to12

daysof PL for each year of service on pro-rata basis. Every year (N) only a maximum of 12 days

of ELshall be carried forward to the next year and this carry over leaves needs to beutilized in

theN+1 year failing which it will lapse. Earned Leaves shall be encashed on the basis of Basic

Salary and HRA and is permissible at the time of exit only during thefull and final settlement.

Tax deduction on encashment of leave will be in accordancewith the provisions of the IT rules.

Earned leave shall be taken only with the prior approval of the reporting managers.

Intervening weekends or holidays shall not be treated as Earned Leave.

1. **CASUAL LEAVE**

Sick cum Casual leave is paid time off from work provided to employees on account of some

urgent and unforeseen contingencies or temporary illness. All employees will be entitled to a

maximum of 6 days of annual grant of sick cum casual leave. Leave will be prorate based on

date of joining (DOJ) during the year. If more than 3 days (at one stretch) are applied

under this category for sickness reasons, then it should be supported by a medical certificate

from a registered medical practitioner. In exceptional cases based on merits, sick leave can

be granted in excess of the entitlement subject to the approval of the HR Director and the

vertical Head. Management reserves the right to direct the employee to undertake necessary

medical examination(s) under the supervision of its designated doctor(s) and at such medical

facilities as it deems fit to satisfy itself regarding employee’s medical fitness and/or for any

discretionary dispensation. Intervening holidays will not be treated as part of leave. All non

utilized sick cum casual leaves in this category will get lapsed by end of the year and

encashment of Casual Leave is not permissible under any circumstances.

1. **LEAVE TRAVEL ALLOWANCE**

In order to avail Leave Travel Allowance (LTA), an employee will have to avail minimum 3 days

of EL at a stretch. In the event of an employee not availing the said leave, LTA amount shall be

paid to him/her towards the end of the financial year subject to tax as applicable.

1. **EVENT BASED LEAVES**
2. PATERNITY LEAVE
3. COMPENSATORY OFF
4. BEREAVEMENT LEAVE
5. MATERNITY LEAVE
6. MARRIAGE LEAVE

Employee to request the HR for leave grant via Email. These leaves will be granted by the HR

Department.

1. **PATERNITY LEAVE**

Paternity Leave is paid time off from work granted to male employees immediately after the

birth of his child to make arrangements for the child’s welfare. It is applicable to all Male

employees to a maximum up to 3 days at a stretch. This leave shall be granted when the

employee intimates his immediate manager/ HR the birth of his child. Paternity leave

must be utilized within the first month from the date of childbirth, else it shall get lapsed.

This leave is not encashable. Employee to submit the discharge summary to the HR to

grant the paternity leaves via Email.

1. **COMPENSATORY OFF**

Compensatory Off is paid time off from work granted to billable employees if they have been

asked by their manager to perform duty or to come on days apart from their regular working days. All employees from the technical department will be entitled for compensatory off which should be utilized within 60 days from the date on which such duty was performed; otherwise such a leave would lapse. The employees from the support departments will be eligible for this option only at

the discretion of the functional Head.

The employee must request for a leave grant through Email/s mentioning the date for which the compensatory off is being requested by regularizing their attendance for the week or public holiday for which they have worked. Once the manager approves the request, the leave is granted. An employee can then avail the same by applying for a leave against the compensatory off granted. Compensatory off is not encashable.

1. **BEREAVEMENT LEAVE**

Bereavement leave is paid time off from work granted to employees on account of death of the

family member and to overcome the grief. All employees will be entitled to a maximum of 3 days

of Bereavement Leave. This leave shall be granted up on receiving the news of demise of immediate family members which includes dependent parents, parents in laws, siblings, spouse and children. Management reserves the right to ask for a proof of the demise if required.

Bereavement leave must be utilized within a month from the date of demise of the family member, else it shall get lapsed. This leave is not encashable. Employee needs to reach out to the respective HR for obtaining approval for bereavement leaves with their prior Manager’s approval.

1. **MATERNITY LEAVE**

The objective of the Maternity Benefit to protect the dignity of motherhood by providing the maternity benefit as per the Maternity Benefit Act 1961.

1. **MARRIAGE LEAVE**

The objective of the Marriage Leave is to congratulate the Employee as he/she would be entering

in to a new betrothal, therefore Supremology is providing 3 days of marriage leave to such employees. Employees need to get approval from the Reporting Manager keeping the HR in the loop.

1. **BENEFITS UNDER MATERNITY LEAVE POLICY**

Maternity leave is governed by the Maternity Benefit Act, as per Government of India rules and

regulations. Maternity leaves shall be applicable only for those Lady Engineers who have

successfully completed probationary period & those becoming permanent employees of Supremology. Maternity leave is not applicable to those who are still in probationary period.

Employee should have worked with Supremology for a minimum period of 180 days before the expected date of delivery in the preceding 12 months period will be eligible for this benefit.

Maternity leave can be availed for a maximum period of 12 continuous weeks inclusive of weekly offs and other holidays within the period. Employee can avail maternity leave only twice during

her service.

Maternity leaves can be applied according to the medical needs; however pre-natal leaves can be availed 8 weeks before the expected date of delivery. Employee needs to submit the letter from

the doctor informing the company about the pregnancy and the expected date of delivery. Submit the Annexure form E along with the medical certificate. Form E can be procured from HR team Maternity leaves will be granted by your Reporting manager keeping HR in the loop. During the maternity period, the employee will be paid monthly full salary. Women under ESI scheme will receive the Maternity benefit under ESI Scheme.

Additional Maternity leaves beyond eligibility will be adjusted against your annual leaves

1. **ENTITLEMENTS AND APPROVAL MATRIX**

Expectant mothers can request a fixed shift for a period of 4 months.

Returning mothers can request a fixed shift for 2 months from the date of return to work.

Returning mothers can avail 2 nursing breaks until the child attains the age of 15 months in

addition to the existent break. In case of crèche facility, women can visit the crèche facility 4

times a day provided the crèche facility is within the prescribed distance of 5 km from location

of work Women employee interested in availing the benefit of this policy are required to get

consent from their manager.

1. **DISCLAIMER**

This policy and its contents are confidential and intended solely for the use by employees of Supremology software services Pvt. Ltd. Transmitting, Disclosing, Copying, distributing these contents to other than the intended recipient / users is strictly prohibited. It is the sole discretion

of the Management to change, amend the entire policy and/or its clause/s from time to time

and/or withdraw the same, without any notice.

1. **FAQ**

**Will I get paid while I am on a leave of absence?**

Leaves of absence would be paid for the standard Casual and Sick Leaves as allotted by the Company. Other Leaves of absence are without compensation with the exception Maternity (Childbirth) Leave and Paternity Leave.

**What if I must care for a seriously ill family member?**

Employees can request a Sick Leave to care for a seriously ill family member.

**I have been ill and have exhausted all my sick time or PTO time and this is a genuine medically**

**ill situation. What do I do now?**

Employees can request a Medical Leave of Absence if paid time has been exhausted and the employee is still medically unable to work. The employee must produce valid Medical reports

from the concerned Doctor, get formal approval from your reporting Manager.

**How do I request a Leave of Absence?**

See the below mentioned Leave Approval Matrix to apply Casual or Earned Leave

**Who should I contact with questions about my Leave of Absence?**

Contact HR Supremology at infoHR@supremology.com

**When will my Leave of Absence begin?**

Most Leaves of Absences begin after paid-time (such as Casual Leave or Earned Leave) has been exhausted. Maternity (childbirth) leave begins immediately following childbirth. Maternity or Paternity leave is subject to scheduling approval by Reporting Manager and the HR department.

**When will my Leave of Absence end?**

On the last day of the approved leave, your Leave of Absence ends, which means such leaves will

be considered as LOP(Loss of Pay)

**What information regarding my leave will I receive in the mail?**

Depending on the type of leave, an employee may receive either leave Approved or Leave disapproved Email from your Reporting manager AND OR HR department

**Is my job protected while I'm out on a leave?**

Employees returning from a Maternity leave of three months or less and one week of Paternity

leave are safely protected from their job.

**How will a Leave of Absence affect my years of service?**

Years of service are not affected by the Leaves of Absence.

**Do I need to stay in contact with my department during my leave?**

It is recommended that employees stay in contact with their department or with Work

Connections, if possible/applicable.

**What do I do if I need an extension on my Leave of Absence?**

Employees need to contact their supervisor/Reporting Manager well in advance to extend their current type of leave for a specific period.

**I am still on Leave of Absence status but have returned to work. I have not received my paycheck.  How do I become active again?**

Employees should contact their supervisor. Supervisors need to contact their HR representative to confirm that return from leave paperwork has been processed.

**What if I don't return from my leave?**

Failure to report for work at the conclusion of a leave without requesting and receiving an extension of the leave will be cause the termination of the employee.

**How can I tell if my Leave of Absence has been processed?**

Employees can check their Emails which contains response as “Approved or Disapproved”

**I'm on or going on a Leave of Absence. What happens to my benefits?**

Depending on the type of leave an employee takes, and whether any portion of the leave is also covered by Maternity/Paternity/Bereavement category, different rules apply to benefits during a leave of absence. Please contact your HR department to get specific information.

**I have been out on a Leave of Absence for 3 months and have returned to work and would like**

**to enroll in benefits again. How do I do that?**

If your benefits were waived while on Leave of Absence, you will be reinstated upon return from leave. Employees who waived benefits while on Leave must report any changes (such as adding

new dependents) within 30 days of returning from leave. If your benefits were continued while

on Leave of Absence, you must report any changes (such as adding new dependents) within 30

days of the event (such as childbirth).

**What happens if I move from one type of leave of absence to another?**

When you move from one type of leave of absence to another, you may receive a second leave letter approval to continue the benefits based on the decision of your reporting manager under the HR purview.

**Leave Approval Matrix**

**C**

**A**

**S**

**UA**

**L**

**&**

**E**

**A**

**RN**

**E**

**D**

**L**

**E**

**AV**

**E**

**X**

**Start**

**Change Request**

**Approve?**

**No**

**Yes**

**End**

**End**

**Reporting Manager**

**Payroll Department**

**Send CL/EL Request via Email and Tool**

**Send Approval Message**

**Update Payroll System**

**Employee**

**Send Rejection Message**

**Approve CL/EL Request**

**Approve Maternity Request**

**X**

**Reporting Manager**

**Payroll Department**

**MATERNITY LEAVE REQUEST**

**Send Maternity Leave Request via Email & Tool**

**Start**

**Approve?**

**Yes**

**Change Request**

**No**

**Verify Medical Docs and Send Approval Message**

**Send Rejection Message**

**End**

**End**

**Update Payroll System**

**For any further questions, please contact infoHR@supremology.com**