

Effective from 1st February, 2016

THE BASICS

We recognize the importance of enabling flexibility to the Employee while they take care of personal, domestic & social necessities. Your leave policy is applied on a Calendar year basis, the calendar year that starts from 1st January to 31st December of a year.

Holidays and Leave Types

Joining Leave (JL)	<p>JL is applicable for associates relocating from another city/state or country to join Parkar.</p> <p>Eligible employee can avail 5 continuous days of JL within 12 months from the Date of joining.</p> <p>JL will be credited to your HRIS on your DOJ, it should be applied in HRIS JL is not en-cashable</p> <p>This leave can run concurrent with other approved leaves</p>
Annual Paid Leaves (APL)	<p>APLs are calculated based on the calendar year, from 1st January to 31st December</p> <p>You can accrue a maximum of 24 APL in a calendar year depending on your date of joining calculated on a pro-rated basis.</p> <p>For all existing employees: 24 APLs shall be credited in advance as an accrual on the HRIS tool (Cnergys) at the beginning of the new calendar year.</p> <p>For New Joiners: APLs will be credited depending on the Month of Joining If you've joined before 15th of the month, 2 leaves will be credited for that month. If you've joined post 15th of the month, 1 leave will be credited for that month</p> <p>Weekly offs falling during the leave period will not be treated as leave availed and will not have any implication on the leave balance.</p> <p>APLs need to be applied in HRIS</p> <p>Incase of medical or personal exigency long absence will be accepted on case to case basis and will be reviewed by the L1 Manager and HR Manager</p>
Public Holidays	<p>You are entitled to 7 Public Holidays. These are published and updated in the HRIS tool.</p>

Maternity Leaves (ML)	<p>Expectant mothers not covered under ESIC and who have worked for a minimum of 80 days within the period of 12 months are entitled to 24 weeks of paid Maternity leave. The number of leaves is also applicable for any illness arising due to pregnancy, delivery of a premature child birth etc.</p> <p>You can also avail this leave in conjunction with other leaves. While applying for this leave we would expect you to submit the medical reports from a registered medical practitioner. Maternity Leave is not en-cashable.</p>
Miscarriage	<p>You can apply for a leave of 6 weeks if there is an unfortunate event of miscarriage during your pregnancy.</p>
Medical Bonus	<p>You will be entitled to INR 5000/- as a Medical bonus over and above your salary.</p> <p>For additional details, please contact your HR counsellor.</p>
Adoption	<p>Parkar female associates are eligible for 6 weeks of Adoption leave. You can take this leave in conjunction with other leaves not exceeding the total beyond 9 weeks. You would need to submit the Child Foster Agreement, and completion of legal processes for the adoption needs to complete for this leave to be availed.</p> <p>In case a female employee undergoes a tubectomy operation, she may avail an ML of two (2) weeks.</p>
Paternity Leave	<p>Parkar Male associates are eligible for 10 days of Paternity leave for up to 2 children.</p>
Adoption	<p>Parkar male associates are eligible for 10 days of Paternity leave in case of adoption, for up to 2 children. Paternity Leave is not en-cashable.</p>
Compensatory Off	<p>As a part of the business continuity plan, we may need to support the business on National Holidays like 26th Jan, 15th Aug, 1st May and 2nd Oct. All associates who are required to work on these days for project exigencies will be eligible for Paid wages and as well as a Compensatory leave.</p> <p>You can also accrue a Compensatory off in case you have worked over the weekends for an official purposes.</p> <p>Remember to avail the compensatory off within 2 months of the weekly off/holiday that you have worked.</p> <p>You will also be eligible for food reimbursement of INR 150/- per head, against submission of bills.</p> <p>You will be entitled to apply for Compensatory off only if you have worked for more than 4 hours during the work off/holiday at the site.</p> <p>4 hours of work on a work off / holiday will total up to half (½) day compensatory off</p>

	Compensatory Off is not en-cashable
Sabbatical leave	<p>Sabbatical leave is defined as a time period in which a person does not report to his regular job but who remains employed with that company.</p> <p>Sabbatical Leave can be availed up to a period of up to 6 months with prior approvals.</p> <p>You will not be paid any salary while on sabbatical leave.</p>
Leave donation	<p>Under the Voluntary Leave Transfer Program (VLTP), a covered employee may donate annual leave directly to another employee who has a personal or family medical emergency and who has exhausted his or her available paid leave. The associate will be on unpaid leave during the extended leave period. Once back in office, the associates (donor and recipient) can mutually complete the leave donation process and inform their HR counsellor for adjustments in HRMS. The leave balances will show a reduction and increment accordingly in both the leave accounts.</p> <p>A single donor can donate up to 7 days of APLs in a calendar year and a single recipient can receive up to 30 days of APL in a given calendar year.</p> <p>These leaves cannot be encashed.</p>

Things to Remember

Every employee is required to avail of mandatory 15 Days of vacation in a calendar year to ensure work life balance.
All leaves must be applied in GreytHR (HRIS)
Leaves should be approved by your L1 Manager

Leave Carry Forward

We absolutely want you to enjoy your available leaves, however in some cases you may not be able to utilize your leaves within the specified time period.
Accumulation of carried forward for APLs are limited to a maximum of thirty (30) leaves

Leave Encashment

Leave encashment option can be availed only upon resignation or termination of services from Parkar. You would be eligible to en-cash a maximum of 30 days of APLs. Encashment of unutilized APL balance, shall be calculated as on last working day and will be credited with your full and final settlement. If you have availed any leaves in advance, then it will be adjusted on pro-rata basis with the full and final settlement. Leave encashment would be calculated on gross wages (excluding retirement benefits, Retention bonus, perquisites) for 30 days or less whichever is lower on the last working day.

Un-authorized Leaves

An employee is considered to be on unauthorized leaves for the following reasons:

If he/she goes on leaves beyond the available balance without prior approvals or goes on leave without informing and taking the required approvals.

Overstays the period of leave originally granted or extended the leave without approval for eight (8) consecutive days or more.

An employee shall lose lien on his/her appointment and would be deemed to have voluntarily abandoned his/her services in the Company. An employee is liable for legal action on occurrence of unauthorized leaves

Resignation subsequent to leave

An employee who proceeds on leave and does not resume duties thereafter, or submits resignation, is treated as having voluntarily abandoned the service. The associate will lose right to leave and will lose lien on the job. The resignation acceptance, is at PARKAR's sole discretion and may be accepted from last working day at PARKAR notwithstanding the leave granted earlier.

Leave during Notice Period

Availing leaves during your notice period is dependent upon the exigencies of work and your L1 Manager's discretion. Your manager may grant leaves depending on your workload/handover process and depending on your available leave balance but should not exceed 6 days. Availing leave on medical grounds while serving notice shall strictly be on the basis of medical certificate issued by registered doctor (general practitioner or a specialist). You can avail the compensatory offs during notice period. Any unauthorized absence during the notice period will be treated, as shortfall in notice period. In such cases L1 Manager in agreement with the BU head reserves the right to extend the notice period.