

Earned Leave (EL)

- Eligibility:
 - Employees become eligible for Earned Leave only after confirmation post probation.
 - Employees are not eligible for Earned Leave during the probation period.
 - Accrual:
 - Earned Leave accrues at the rate of **1.25 days per month**.
 - Leave is credited at the end of each month.
 - If probation ends mid-month, Earned Leave is credited on a **prorated basis**.
 - Accumulation:
 - Earned Leave can be accumulated up to a maximum of **30 days**.
 - Once the limit of 30 days is reached, no further accumulation is allowed.
 - Encashment:
 - For non-teaching employees, Earned Leave above 30 days may be encashed at the end of the calendar year.
 - Encashment is calculated based on the **average Basic salary of the last 10 months**.
 - Earned Leave is also encashed at the time of termination, resignation, retirement, or completion of contract.
 - Notice Period:
 - Earned Leave can be adjusted during the notice period.
 - During the notice period, employees can avail Earned Leave up to **1.5 days per month**.
-

Casual Leave (CL)

- Eligibility:
 - All employees are eligible for Casual Leave, including during the probation period.
- Accrual:
 - Casual Leave accrues at the rate of **0.75 days per month**.
 - **4.5 days** of Casual Leave are credited in advance on **January 1** and **July 1** each year.
- New Joiners:
 - For employees joining mid-year, Casual Leave is credited on a **prorated basis** at 0.75 days per month until the next crediting date.
- Usage Rules:
 - An employee may avail a maximum of **3 Casual Leave days at a time**.
- Accumulation and Lapse:
 - Casual Leave can accumulate during the calendar year.
 - All unused Casual Leave **lapses at the end of the calendar year**.
 - Casual Leave cannot be encashed.
- Notice Period:
 - Employees serving the notice period are **not eligible** for Casual Leave.

Medical Leave (ML)

- Eligibility:
 - Employees become eligible for Medical Leave only after confirmation post probation.
 - Employees are not eligible for Medical Leave during the probation period.
- Accrual:
 - Employees receive **7 days of Medical Leave per year**.
 - Medical Leave is credited in advance on **January 1** each year.
 - For employees joining mid-year, Medical Leave is credited on a **prorated basis**.
- Accumulation:
 - Medical Leave can be accumulated up to a maximum of **28 days**.
 - No further accumulation is allowed beyond this limit.
- Encashment:
 - Medical Leave cannot be encashed.
- Documentation:
 - For medical leave exceeding **3 consecutive days**, a recognized doctor's certificate or hospital discharge certificate is mandatory.
- Notice Period:
 - Employees serving the notice period **may avail Medical Leave**.
 -

Maternity Leave

- Eligibility:
 - Female employees who have worked for more than **80 days** in the 12 months preceding the expected delivery date are eligible.
 - Eligibility includes the probation period.
- Duration:
 - Up to **26 weeks** of maternity leave with full salary for the first two children.
 - For the third child, maternity leave is limited to **12 weeks**.
- Commencement:
 - Leave may commence on the date of delivery or up to **8 weeks prior** to the expected delivery date.
 - The intended start date must be communicated at least **two weeks in advance**.
- Adoption and Special Cases:
 - A woman employee adopting a child below the age of 5 years or a commissioning mother is eligible for **12 weeks** of maternity leave.
 - In case of miscarriage, a woman employee is entitled to **6 weeks of paid leave**, subject to documentation.

Paternity Leave

- Eligibility:
 - Male employees are eligible for paternity leave upon the birth of their child.
 - Applicable for the **first two children only**.
 - Duration:
 - Up to **10 days** of leave.
 - Leave must be availed within **3 months** of the child's birth.
 - Adoption:
 - Male employees adopting a child below the age of 5 years are also eligible for paternity leave.
-

Study Leave

- Eligibility:
 - Employees who have completed **four years of service** after probation may be considered.
 - Duration:
 - Study leave may be granted for a maximum period of **two years**.
 - Conditions:
 - Study leave requires recommendation by the Director and approval by the Board.
 - During study leave:
 - No salary is paid.
 - Employment position is retained upon return.
 - No automatic promotion is granted due to qualifications earned.
-

Leave Without Pay (LWP)

- Non-medical leave taken after exhausting all Casual Leave and Earned Leave will be treated as Leave Without Pay.
- Medical leave taken after exhausting Medical Leave may be adjusted against available Casual or Earned Leave.
- If all leave balances are exhausted, the leave will be treated as Leave Without Pay.

Public Holidays

- The organization provides **12 public holidays** each year.
 - These holidays include:
 - National holidays
 - Festival holidays
 - Other declared holidays
 - Only holidays that **do not fall on Saturdays or Sundays** are counted.
 - The holiday list may include **restricted holidays**.
 - The updated list of public holidays is shared by HR with all employees **at the beginning of each calendar year**.
-

Taking Leave

- Leave Counting Rules:
 - For **Casual Leave (CL)** and **Medical Leave (ML)**:
 - Weekends and declared public holidays falling within the leave period are **not counted as leave**.
 - Only working days are counted.
 - For **Earned Leave (EL)**:
 - Weekends and declared public holidays falling within the leave period are **counted as leave**.
 - Advance Communication:
 - All leave and Work From Home requests must be communicated to the **Reporting Officer in advance**.
 - Advance notice requirements:
 - **1 day leave** → at least **3 days' prior notice**
 - **2 to 5 days leave** → at least **1 week's prior notice**
 - **More than 5 days leave** → at least **2 weeks' prior notice**
 - Emergency Leave:
 - In case of emergencies, leave information must be provided **on the morning of the day the leave is taken**.
 - Communication can be made via:
 - Phone call
 - Email
 - Text message
 - If leave is taken **without any communication** to the Reporting Officer:
 - **5 days of Leave Without Pay (LWP)** will be charged for **each day** of uninformed leave taken.
-

Responsibility

- The **Reporting Officer** is responsible for:
 - Approving or rejecting leave applications submitted by employees.
- The **Human Resources (HR) department** is responsible for:
 - Accurately adding new employees to the HR software/database.
 - Removing ex-employees from the system.
 - Periodically monitoring and maintaining the accuracy of the system.