

**Valid from: 01-01-2024**  
**Review on :31<sup>st</sup> December 24**  
**Policy No: HH/LP/04**

## **LEAVE POLICY**

**Objective:-** The objective of the Leave Policy is to give provision to the employees to balance their personal as well as professional life.

**Eligibility:-** The Leave policy is applicable to all the regular employees of the Organization.

**Authorized:** HR department responsible for maintenance, modify and review of this policy as per the organizational requirement.

**Leave Type:-**

Leave starting from 1st January and ending on 31st December (Calendar year). The different type of leaves prevailing in the organization is described below.

Particulars	Paid leaves	National & Festive Holidays
Annual Entitlement Leave	20 days/(Pro-Rata)	7 days
Availing of leaves	After 1 month	On date of joining
Maximum leave/Month or at a time	4 days	2 Days (Holi)

- Annually 20 PL should be provided to all regular employees. It is meant to fulfill the objective of maintaining the work life balance of Employees.
- Maximum 4 PL allow in a month in only for special cases after approval of Management.
- No leave can be carried forward to the next year.
- If employee join during course/Mid of year shall be subject to receive Leave on pro-rata basis in their leave account.
- In case of planned leave it is employee responsibility to apply for leave in advance, after approval he/she can avail their leave.

**Main Road :** Beside ICICI Bank, Near Sujata Chowk  
Ranchi - 834001, Phone - **97714 12101**

**Kokar :** Beside Riviresa Apartment, Near Kokar Chowk, Old  
H. B. Road, Ranchi - 834 001, Phone - **92975 50101**

**Email :** mail@horizonhonda.in

**Kokar :** Beside Nirmaya Hospital, Kokar Industrial Area  
Ranchi, Phone - **77669 14101**

**Chutia :** Beside Indraprastha Gas Agency, Near Chutia Thana  
Station Road, Ranchi, Phone - **770911 92101**

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- Unplanned Leave: In case of emergency when leave cannot be applied in advance, telephonic and SMS intimation to the immediate reporting manager should be done and it must be regularized on the same date.
- Leave without approval will be considered as absent.
- Any Festival/National holiday falling in between or during the leave period, it will also be considered as absent/Privilege leave.
- If an employee is absent continuously for 5 days without any information to management, in this case employee shall be considered has left his/her employment. HR will act in this case. First Warning letter will be issued to the employee if he/she does not return within 5 days. If no response from employee within 2 days of issuance of 1st warning letter, HR can treat him/her as absconded.

### **Office Timing: -**

1. The office timing is 9:00 am to 6:00 pm for workshop and 9:20 am to 7:00 pm for Showroom. Employees must be at their workstation before 9:00 am and 9:20 am respectively.
2. All employees must do biometric Punch within their stipulated shift time However, Grace time of 10 minutes is being provided on that.
3. Maximum 3 days of crossing the grace time in a month will be considered, but after that it will be treated as half day.
4. Each day of joining office after crossing half hour from the shift time will be considered as Half Day.

### **Revision of the policy: -**

The Organization reserves the right to revise, modify any or all clauses of this policy depending upon demand of business. National /Festive holiday may be changed /called off as per requirements.

Thanks & Regards

Horizon Group

  
Shashi Chawla  
HR Head



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## Festive and National Holidays List: -2023

Date	2023 Holiday Name	Holiday Type
01-Jan	Happy New Year	Festive Holiday
26-Jan	Republic's Day	National Holiday
25-Mar	Holi	Festive Holiday
26-Mar		
15-Aug	Independence's Day	National Holiday
12-Oct	Dussehra	Festive Holiday
02-Nov	Next Day of Diwali	Festive Holiday

Thanks & Regards

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Shashi Chawla  
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