

Leave Policy

Purpose: This policy aims to describe the number of leaves that an employee is entitled to in the financial year. Employees should understand that leave is a privilege and not an automatic right. The company reserves the authority to approve or reject any leave request based on business needs and the specific circumstances at the time.

The following are types of leave for employee benefits.

1. Casual Leave

It is a type of paid time off that employees can use for short-term, unexpected absences from work, often for personal reasons or emergencies.

- **Entitlement:** Casual leave can be availed during the financial year, is 6 days, which will be credited in the account on a pro-rata basis.
- **Approval Process:** Employees are generally expected to **submit a leave request in advance** and obtain prior approval, except in emergencies. The approval process typically involves submitting a leave request to the immediate supervisor or the management.
- **Usage Restrictions:** The Organization may impose certain restrictions to promote fair and effective utilization. The organization may set certain guidelines, such as:
 - Requiring reasonable advance notice
 - Restricting leave during critical business periods or project deadlines
 - Limiting the number of employees taking leave on the same day
- **Duration:** The casual leave cannot be availed for more than 2 consecutive days. In case it exceeds all, the consecutive days will be considered as planned leave.
- **Carryover and Expiry:** In case of any unused leave at the end of the financial year, it will be dissolved.
- **Adjustment:** Casual leave can be adjusted with the balance of earned leave or Sick leave at the end of the financial year.

2. Sick Leave

It is paid time off granted to employees when they are unwell or suffering from a medical condition that prevents them from performing their work duties.

- **Entitlement:** Sick leave can be availed during the financial year, is 6 days which will be credited in the account on a pro-rata basis.
- **Approval Process:** The approval process typically involves submitting a leave request to the immediate supervisor or the management. In case the sick leave gets extended more than 2 days, a medical document is mandatory to submit.

- **Carryover and Expiry:** In case of any unused leave at the end of the financial year, it will be dissolved.

- **Adjustment:** Sick/Medical leave can be adjusted with the balance of Earned leave or Casual leave at the end of the financial year.

3. Planned Leave

It refers to a type of leave that is **pre-scheduled and approved in advance** by the employee's immediate supervisor or management.

- **Entitlement:** Planned leave can be availed during the financial year, is 15 days, which will be credited in the account on a pro-rata basis.

- **Approval Process:** The approval process typically involves submitting a leave request to the immediate supervisor or management. The employees have a written approval at least 3 days before to avail of this kind of leave.

- **Usage Restrictions:** The Organization may impose certain restrictions on the use of casual leave to ensure fair and responsible utilization

- **Carryover and Expiry:** In case of any unused leave at the end of the financial year, it can be carried forward or encashed, depending on the employee's decision.

- **Adjustment:** Earned/Planned leave can be adjusted with the balance of Casual leave or Sick leave at the end of the financial year.

4. Short Leave

Short Leave refers to a brief period taken off from work during working hours, for 2 hours rather than a full day. It is typically used for urgent personal tasks.

- **Eligibility:** This leave can be availed of only once a month.

- **Carryover and Expiry:** In case of any unused leave at the end of every month it will be dissolved.

- **Approval Process:** Employees usually need to request and obtain approval for casual leave in advance, except in cases of emergencies. The approval process typically involves submitting a leave request to the immediate supervisor or management.

- **Usage Restrictions:** The Organization may impose certain restrictions on the use of casual leave to ensure fair and responsible utilization. For example, they may require employees to provide reasonable notice, prohibit the use of casual leave during peak business periods or critical projects, or limit the number of employees taking leave on the same day.

5. Menstrual Leave

Menstrual Leave is a type of leave granted specifically to female employees to take time off during their menstrual cycle, usually on the **first day or during particularly uncomfortable**

days. It acknowledges the physical discomfort or health issues some women may experience during menstruation.

- **Eligibility:** This leave can be availed of only by female employees once a month, often optional or self-declared

- **Approval Process:** The approval process typically involves submitting a leave request to the immediate supervisor or management.

Misuse of Leave: Any misuse or false reporting of Menstrual Leave will be subject to review and may attract appropriate disciplinary action.

Note:

This policy is not mandated by law but is introduced as a step toward **employee well-being and inclusivity**. The organization encourages open communication and respect regarding the use of this leave.

6. Maternity Leave:

Maternity Leave is a paid leave/absence from work provided by an employer to a woman employee for the period before and after childbirth. Maternity is used by new mothers to take care of themselves and their child.

Eligibility:

1. Full-time female employee:

- To be eligible for the maternity leave, you are required to complete at least 80 days in the 12 months before your due date. If you have completed working for that period, you are eligible for the leave.
- If you wish to take a leave of a few weeks before your delivery, you can do so. Those leaves would be deducted from your 26 weeks of paid maternity leave, and you are allowed to take up to 8 weeks of leave.
- If you already have 2 children and are due with the third child, you can take up to 12 weeks of paid leave.
- If you suffer a miscarriage, you are entitled to up to 6 weeks of paid leave from the day of the incident.

2. Contractual female employee:

- A woman is eligible for maternity benefits and whose services have been hired on contract basis is authorized for full paid maternity leave up to a maximum of 6 months or till the currency of the subsisting contract, whichever is earlier.
- The benefit under this scheme shall be admissible only up to two living children.
- This leave shall be admissible as subject to the completion of minimum three months service.

3. Exceptions:

- Women who are planning to adopt a child are eligible for 12 weeks of paid maternity leave. This is applicable if the child is younger than 3 months of age at the time of adoption.

- If a woman has commissioned another woman to conceive on her behalf, she is eligible for 26 weeks of paid maternity leave.
- If a woman has decided to be a surrogate mother for someone else, she is eligible for 12 weeks of paid maternity leave.
- If a woman has undergone a tubectomy, she is eligible for two weeks of paid leave from the date of her operation.
- Women who suffer post-pregnancy complications are eligible for one month of extra leave in addition to their 26-week leave.

7. Paternity Leave

A period during which a father is legally allowed to be away from his job so that he can spend time with his new baby. Paternity leave can be availed after the birth of his child.

Eligibility: It will provide 15 days of paternity leave to all male employees to take care of their newborn child or the adoption of up to 2 children. Typically, it requires a minimum tenure to complete a minimum of 80 days.

8. Unpaid Leave

An employee may apply for leave without pay in case of negative or insufficient, or leave balance and any leave availed in violation of the leave policy is considered leave without pay.

- **Entitlement:** Unpaid leave cannot be availed more than 2 days in a month, more than 4 days in a quarter, more than 6 days in a half-year and more than 10 days in a year.

- **Approval Process:** The approval process typically involves submitting a leave request to the immediate supervisor or management. The holidays/weekly off within the period of LWP will not be paid for, and salary is not credited for the employee for the duration of such leave without pay.

- **Usage Restrictions:** The Organization may impose certain restrictions on the use of casual leave to ensure fair and responsible utilization. For example, they may require employees to provide reasonable notice, prohibit the use of casual leave during peak business periods or critical projects, or limit the number of employees taking leave on the same day.

9. Bereavement Leave

Bereavement Leave is a paid leave policy granted by the employer in the situation where an employee loses an immediate family member, which includes mother, father, siblings, spouse, children, maternal grandfather, maternal grandmother, paternal grandfather, and paternal grandmother. This leave is facilitated so that the employee can deal with the state of intense grief caused due to the loss of a loved one.

- **Entitlement:** Consecutive 4 days of bereavement leave can be taken in the financial year, but once it has been availed in a year, it cannot be availed again.

- **Approval Process:** Employees must notify the relevant reporting manager or management to get the paperwork done as soon as possible and give their co-workers a head start on workload distribution.
- **Carryover and Expiry:** In case of any unused leave at the end of financial year it will be dissolved.

10. Restricted Leave

The company's list of restricted holidays could include many, but the employees are entitled to paid time off during the festivals specific to the state in which they are employed.

- **Entitlement:** Restricted leave is only allowed for 2 days in a year.
- **Approval Process:** Employees must notify the relevant reporting manager or management to get the paperwork done as soon as possible and give the co-workers a head start on workload distribution.
- **Usage Restrictions:** Organization may impose certain restrictions on the use of casual leave to ensure fair and responsible utilization. For example, they may require employees to provide reasonable notice, prohibit the use of casual leave during peak business periods or critical projects, or limit the number of employees taking leave on the same day.

Other Information

- Absenteeism without informing the concerned person will result in disciplinary action.
- If an employee is on leave for more than 3 days without prior information, it is expected (assumed) that the employee has left the company of their own will.
- An employee cannot go on leave unless the manager approves their leave.
- To avail the leaves, the employee needs to apply appropriate Leave through the Portal. All applied leaves will be considered as leave only after the reporting manager approves the same on the portal and all unapproved leaves will be treated as "Leave Without Pay" or "Loss of Pay".
- The notice period is when employees shouldn't take any time off. However, if they do, their notice period will be further extended by the number of leave days taken at their sole discretion and with the permission of their line manager.
- The encashed leaves of 1 day will be equivalent to the salary of the employee for 1 day, and it will be calculated during the payroll process or at the time of final settlement.
- If the leave policy is violated by any employee, then a warning will be given against it and a fourth warning will be considered as termination.
- Any employee planning to travel must make sure that the mode of transport is prebooked, and the receipts must be shared with the department by email. No reasons will be accepted in case

of any delays in the train, buses, or modes of transportation. always make sure to keep the backup and buffer time so that it can be adjusted in case of any delays.

- In case of any medical conditions at home or with a family member, it must be immediately reported to the reporting manager or management, and in case the leave extends for more than 2 days, a medical document must be submitted.
- Most of the employees who are staying away from their family are advised to make sure of their supplies required every day to come to the office must be checked and managed before going to bed. Secondly, always keep a backup for exceptional cases and unpredictable cases.
- No reasons to take leave will be entertained in case any situation violates the leave policy as the leave policy is granted for planned and unplanned days, where the employee can avail benefits without deducting their salary. NOTE: The above policy is subject to modification/ amendments/ alterations/by the Management at any time on Business/ Statutory requirements. Each employees need to familiarize themselves with their organization's policies and procedures regarding leave to understand their entitlements, responsibilities, and any specific requirements for taking leave.