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Document Identification

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REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/2013	Initial Release	Rabindra	Souvik

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Categories of leave: An employee will be entitled to the following types of leaves

Leave	Days	Frequency
Privileged	15	Yearly
Sick Leave	5	Yearly
Time off (CL)	5	Yearly
Maternity	84 (12 weeks)	Maximum twice in lifetime
Paternity	7	Maximum twice in lifetime
Bereavement	7	Need based
Study	7	Need based

LEAVE MANAGER:

URL for Leave Manager: <http://edms.Kreatio>

Employees will be given Login Name & Password on the day of joining the service of Kreatio, by which they can login to Leave Manager. The Leave balance available to an employee will be specified in the Leave Manager.


Procedure:

To apply for leave, check the leave balances in Leave Manager & fill the following details:

- The type of leave
- The total no. Of days of leave required
- The date of commencement of leave
- The date, up to which the leave is required
- The reason for applying the leave

Once an employee submits the leave application, it will go the Reporting Manager for approval.

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Granting of any type of leave is at the sole discretion of the management based on the exigencies of the company's business.

GENERAL TERMS AND CONDITIONS:

- For the purpose of leave, a year will be considered as the period between 1st January and 31st December.
- In the year of joining, (except for bereavement and maternity/paternity) leave will be rationalized on pro-rata basis from the date of joining to forthcoming 31st December
- Only Privileged leave, if not availed of during the year, only 1/3rd of the leaves will be carried forward to the next year
- Maternity leave can be combined with Privileged leave if need be. No other type of leave can be combined with any other type of leave.
- Maternity leave can be availed by an employee, if she has worked for Kreatio for at least 80 calendar days in the 12 months immediately preceding the date of her expected delivery.
- Except for Maternity and Privileged leave, the quota for each type of leave is limited to a calendar year. Therefore, if leave is availed across the year boundary, the part of leave that falls in the current year will be deducted from the balance of the same year and the part of leave that belongs to the next year will be deducted from the balance of the next year.
- An employee can cut leave short if he/she so desires only on approval of approving authority.
- Leave cannot be claimed as of right and when the exigencies of work so demand, leave of any description (except maternity) may be refused by the Company
- Leave of any type can be availed only on approval by the appropriate authority
- The above types of leave entitle an employee to full salary payment during period of leave
- Employees are not entitled to take leave during their training and probation period, though their leave is calculated from their date of joining. The leave during training and probation

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will get accumulated and can be availed only after confirmation. But in case of emergencies, the decision of approving leave is left to the discretion of the reporting manager.

- All exceptions and deviations from policy will be evaluated on a case-to-case basis and appropriate action will be taken based on the evaluation. All such arbitrations will be the responsibility of the HR Department.

TERMS AND CONDITIONS SPECIFIC TO TYPE OF LEAVE:

Time off / CL

- Not more than 2 days can be availed of at a time
- All company declared holidays and Saturday/Sunday's will be considered as part of leave if these days fall during leave period


Medical / Sick leave

- The necessary documents / authentication for sick leave to be submitted by the employee if demanded by the reporting manager.
- All company declared holidays and Saturday/Sunday's will be considered as part of leave if these days fall during leave period

Maternity leave

- Only women employees (married/single) of the company are entitled for maternity leave
- Company is entitled to ask for necessary documents / authentication before approving maternity leave
- Application for maternity leave should be made at least 2 months before start of leave period to facilitate alternative arrangements and hand over of work
- Maternity leave can be taken only 6 weeks before the expected date of delivery and not prior to

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that.

- If the employee does not wish to avail 6 weeks leave before the date of expected delivery, she can accumulate the same and avail after delivery.
- Maternity leave can also be availed in case of adoption of newborn baby of age less than 6 months.
- In case of miscarriage, the employee is eligible for six weeks leave with average pay from the date of miscarriage.
- All company declared holidays and Saturday/Sunday's will be considered as part of leave if these days fall during leave period
- Maternity leave can be availed for 1st/2nd child; not exceeding 2 times during the lifetime of the individual

Paternity leave

- Only male employees of the company are entitled for paternity leave
- Company is entitled to ask for necessary documents / authentication before approving paternity leave
- Paternity leave can also be availed in case of adoption
- All company declared holidays and Saturday/Sunday's will be considered as part of leave if these days fall during leave period
- Paternity leave can be availed for 1st/2nd child; not exceeding 2 times during the lifetime of the individual

Bereavement leave

- This is a special discretionary leave granted in case of unfortunate circumstances in an employee's life like critical accident or death in the family
- Total number of days of leave that can be availed is 7 days
- The leave is for enabling the employee to travel (if need be) and attend to the emergency

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- All company declared holidays and Saturday/Sunday's will be considered as part of leave if these days fall during leave period
- Since this type of leave is need based, there is no restriction on number of times it can be availed during a year
- It is expected that the very nature of leave will ensure that it is not misused


Study leave

- This type of leave is in line with the learning & development philosophy of the company
- The leave is granted at the discretion of the reporting manager
- Total number of days of leave that can be availed is 7 days
- All company declared holidays and Saturday/Sunday's would be considered as part of leave if these days fall during leave period
- Company is entitled to ask for necessary documents / authentication before approving leave
- The employee is required to provide copies of necessary documents once they avail the leave

Privileged leave

- This is leave that an employee would have 'earned' during his/her tenure at work and only 1/3rd can be carry forwarded to the next year. This holds good for 2009.
- At the beginning of every calendar year, 15 days would be credited to an employee's leave account.
- The total number of days of leave that can be accumulated would be 30 days
- In the year of joining, leave will be credited on a pro-rata basis from the date of joining to forthcoming 31st December.
- Employee can draw leave from his/her account maximum three times a year
- Since the purpose of this leave is to have the employee to take time off from work for a significant time period, the leave must be planned, discussed and approved by the approving

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authority before the employee proceeds on leave

- All company declared holidays and Saturday/Sunday's will be considered as part of leave if these days fall during leave period

Loss of Pay

- Any leave that is availed by an employee beyond what is available in his/her leave account at any point in time, will be treated as 'leave without pay' (Fixed salary) and the employee will have to bear loss of pay during this period
- Leave without the approval of the reporting manager will be considered as Loss of Pay.
- Leave without pay will be granted on a discretionary basis in case of extraordinary circumstances in an employee's life
- If a person leaves the organization during the training or probation and has availed leave, it will be taken as loss of pay.
- Employees are not entitled to take leave during their notice period. But leave without pay will be granted on a discretionary basis in case of emergencies.

Leave encashment

- We don't entertain our employees to save their leaves so there will not be any Leave encashment
- Even the existing leaves or carry forwarded leaves needs to be utilized properly or else it will not be encashed.

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