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## Leave Policy

### Introduction

Leave is a privilege extended by the Company to its employees, and not a right. It shall be at the Company's discretion to grant leave to all applicant personnel, considering the exigencies of business and the need of their presence at that time.

The objectives of this Leave Policy are, to inform all members of the Company, regarding:-

- a. The current rules on the types of leave and their eligibility.
- b. Administration and Accounting of leave.
- c. Guidelines for Applicants, Granting Authorities and Admin Authorities.

The leave rules are subject to change from time to time, in accordance with the Company's business objectives the prior intimation of which shall be given to all the employees.

### Types of Leaves Available

#### Casual Leave

- Objective: To attend to personal exigencies arising out of unforeseen circumstances.
- Eligibility:
  - i. All Employees shall be eligible for **1 day/month** casual leave per calendar year.
  - ii. All the Trainees are eligible for Casual leave for 1 day/month after completing three months of employment.
  - iii. New Joinees shall be eligible for 1day/month Casual Leave after completing one month of employment.
- Accumulation:

Casual leave are cumulative. Unavailed casual leave, if any shall automatically add up to the next month.
- Holidays and off days occurring during the period of casual leave shall be counted as a part of the leave which means that if someone avails the leave on Saturday and Monday then the Sunday shall also be considered as a part of leave.

- Casual Leaves not availed within the calendar year will lapse at the end of year i.e. 31<sup>st</sup> December. However, only up to six accumulated casual leaves shall be en-cashable and the rest shall get lapsed at the end of the year.
- Administration:
  - i. Employees at all level must obtain prior sanction both from mentor and HR Manager before proceeding on casual leave. In case of extreme emergency, they shall as soon as practicable, inform their mentors and HR Manager both in morning (before 10'o clock) of their inability to attend duty, stating reasons thereof and should obtain approval on e-application form immediately on resuming duty. However, anyone proceeding on casual leave by calling up in the morning twice or more in 3 months shall call for disciplinary action against him/her.
  - ii. All the mentors are required to approve their leave from both Mr. Arpit Jain and HR Manager.
  - iii. Grant of casual leave shall subject to exigencies of business and the discretion of the leave sanctioning authority.

### **Medical Leave**

- Objective: To provide rest during recovery of employees from sickness.
- Eligibility:
  - i. Staff Members shall be eligible for two days medical leave in a calendar year only after completion of one year of employment in company. However, the personnel joining the company at Tech Lead or Managerial position shall be entitled for medical leave after completion of six months of employment.
  - ii. Medical leave is non cumulative and non en-cashable.
  - iii. Medical leave applications must be supported by certificate from Registered Medical Practitioner.
  - iv. Holidays and off days occurring during the period of medical leave shall be counted as part of leave which means that if someone avails the leave on Saturday and Monday then the Sunday shall also be considered as a part of leave.
- Administration:
  - i. Employees absenting from duty on account of sickness must immediately inform their immediate supervisor and HR Manager. The staff member must submit personally or scanned copies of medical certificate and other documentary proofs within 3 days of

commencement of such leave, to the HR Head for approval along with the leave application stating the tentative date of resuming the services.

- ii. Medical leave is a contingency leave and can be availed only when a member is disabled due to illness from performing his/her day to day duties. It should not be treated as substitute for casual leave. Availing medical leave for purpose other than genuine sickness amounts to malingering; this shall be dealt with appropriately by the management.
- iii. The Company reserves the right to obtain a second medical opinion in respect of a Member who is absenting without proper reasons.

### **Wedding Leave**

Every employee who is getting married shall be entitled for 3 days paid leave as wedding leave provided that he/she has completed at least one year in the organization. However, the personnel joining at Tech Lead or Managerial position shall be entitled for such benefit after completion of six months of employment with Company.

### **Maternity Leave**

The maximum period for which any female employee shall be entitled to maternity benefit is of three months, provided that she has worked with the organization for at least one year and prior intimation of three months is required along with the medical proof of that. The salary for the three months leave shall be payable on successful completion of three months after rejoining. However, if she gets employed with some other organization in between then her is not entitled for any such benefit. The holidays and off days shall be considered as a part of leave. Maternity leave can be availed once in the tenure of employment with Promatics.

### **Paternity Leave**

Paternity leave is a form of parental leave offered to the father of a new child so that he can bond with the child and participate in childcare tasks. In this case male employee shall be entitled for paid leave of two days on production of proof provided that he has worked for one year in the organization. However, the prior intimation of one month is required. Paternity leave can be availed once in the tenure of employment with Promatics.

## **General Guidelines for applying granting and Administration of all types of leaves**

### **Administration & Records:**

- The HR Department shall maintain up to date leave record of all staff members, duly supported by following:
  - i) Eligibility and accrual of leave based on current leave rule duly supported by attendance records.
  - ii) Debit of leave duly supported by approved leave application and after scrutiny by HR Manager.
- The updated leave balance status of all Members shall be made available to them in Pay Slips.
- In case the sanctioned leave application cannot be submitted to the Mentor and HR Manager prior to applicant going on leave, then the applicant's absence shall be treated as 'absence without leave and without pay', till such time a duly approved leave application has been sent to Mentor and HR Manager in stipulated time.
- Any unauthorized absence would be treated as 'leave without pay' and shall also be marked as 2 days leave i.e. present and next day and can also attract disciplinary action.
- No communication shall be send to employees at all levels regarding submission of leave application. And failure to do so in time will result in marking full day leave in addition to the leave availed. Employees shall be required to send leave application in case of half days also.
- Emergency requests for leave should be made to the mentor directly and HR Manager both, through phone. In any case no intimation through a colleague shall be acceptable.
- No long leave shall be approved without prior information of at least **30** days. Long leave is any leave equal to or more than 3 days in a row.
- In case of more than 2 leaves availed on medical ground, the employees shall be required to submit medical certificate and reports. Employees shall also be required to submit photostat copies of medical reports in case of leaves availed on grounds of medical illness of family members. In both the cases such documentary proofs shall be required to be submitted personally or scanned copies within 3 days of commencement of such leaves. Failure to do so shall result in suspension of services with the Company leading to termination automatically without any notification.
- If in unavoidable circumstances one is late to reach the organization then he/she has to report to their mentors and HR both. In case of mentors direct intimation to Mr. Arpit Jain is must. However, anyone frequently coming late shall be marked half day/full day or may call for disciplinary action against him/her.

- No requests for coming late to the organization by an hour or so in the morning shall be entertained. In such cases half day shall be marked.
- No employee shall be entitled for short leaves. Anyone leaving before 6:30pm shall be marked as half day. However, company reserves the right to allow the employees to leave early only occasionally in case of extreme exigencies. The approval of such requests shall solely be at the discretion of management depending on business requirements and not to be entertained on frequent basis.
- No short leave requests shall be entertained during any working hours of Company.
- Some of the teams might be required to render their services on off days to accomplish the projects on due dates. However, such employees shall be entitled to avail Compensatory off within 30 days from the date on which such duty was performed.
- Compensatory off shall be decided by the management in consultation with employee.
- Compensatory offs can't be clubbed with any other official/Saturday off.
- If an employee doesn't require compensatory off or his/her presence is required due to business exigencies then he/she shall be entitled for salary of 1day in lieu of the services rendered to the organization.
- No employee shall be allowed to avail casual leave along with Saturday off so as to ensure project deliveries on time. However, in case of family/other exigencies such requests can be entertained. The approval of such leave requests shall entirely be at the discretion of management depending upon the business requirements.

We wish you all the best and looking forward to a long and mutually-rewarding relationship.

**Regards**

**Deepti Manchanda**

**Manager - HR**

**Promatics Technologies Private Limited**