

## **Leave Policy**

### **Objective:**

We have formulated this policy to enable our employees to maintain a healthy work-life balance. This policy explains the leave entitlement and procedure of availing leaves.

**We encourage all employees utilize their leaves. Having said that, please ensure that you plan your leaves in advance (to the extent possible) to ensure that your time off is undisturbed and your work/deliverables do not get impacted during your absence.**

We follow annual calendar for leave which is Jan-Dec.

Part-timers, contractual, freelancers, interns do not come under the purview of this leave policy except for public holidays.

### **Different categories of leave at Nyka Events**

#### **❖ Earned Leave:**

##### **● Entitlement:**

Employee on probation are not entitled to any earned leaves.

All confirmed employees are entitled to 12 working days per year, which are credited to you @1 day per month

##### **● Carry Forward of unutilized leave:**

We encourage you to utilize your entire earned leave entitlement for the year. However, if you have not been able to do so, upto 10 days of unutilized earned leave can be carried forward to the next year. Any unutilized earned leave in excess of 10 days will get lapse.

##### **● Accumulation:**

A team member can be eligible for a total of 22 unutilized earned leave (12 current year plus 10 carry forward from previous year) in any given year. Any accumulation in excess of 22 days will get lapsed. For next year only 10 unutilized earned leaves will be carry forward.

### ❖ Casual Leave:

#### ● **Entitlement:**

Employees on probation are entitled to get 6 sick/casual leaves during the probation period @1 day per month

Casual leave if not availed will not be carried forward post your confirmation.

All confirmed employees are entitled to 12 working days per year, which are credited to you @1 day per month

#### ● **Carry Forward, Accumulation and Adjustment of unutilized leave:**

Casual Leave cannot be carried forward or accumulated. Unutilized Casual Leave will lapse at the end of the year

### ❖ Fixed and Optional Holidays:

#### ● **Entitlement:**

There are 12 Fixed Holidays and 2 Optional Holidays. The list of holidays is shared at the start of every year. For Optional Holidays, you may select any 2 from the available list. The list of fixed holidays for 2024 is as under:

Fixed Holidays 2024		
Day	Date	Occasions
Monday	1st January	New Year's Day
Friday	26th January	Republic Day
Monday	25th March	Holi
Tuesday	9th April	Gudi Padwa
Wednesday	1st May	Maharashtra Day
Monday	17th June	Bakri Id
Thursday	15th August	Independence Day
Monday	19th August	Raksha Bandhan
Tuesday	17th September	Visarjan Day
Wednesday	2nd October	Gandhi Jayanti
Friday	1st November	Diwali
Wednesday	25th December	Christmas

Optional Holidays 2024		
Day	Date	Occasions
Friday	8th March	Mahashivratri
Friday	29th March	Good Friday
Thursday	11th April	Ramzan Id
Tuesday	17th April	Ramnavmi
Thursday	23rd May	Buddha Purnima
Wednesday	17th July	Muharram
Tuesday	27th August	Dahi Handi
Monday	16th Sep	Eid
Thursday	31st October	Choti Diwali
Friday	15th November	Gurunanak Jayanti

We believe in acceptance for all communities/ religions. In case there is any social/ communal/ religious holiday that is not covered in the list of optional holidays, you may select the same, as long as your total optional holidays do not exceed 2

#### **❖ Work from home:**

Employees are allowed to take maximum 2 WFH in a month but not on consecutive days. (Post approval of reporting manager).

Employee needs to submit a work report at the end of day to their reporting manager

#### **❖ Special Occasion and Worthy Causes Leave:**

##### **Marriage Leave:**

##### **● Entitlement:**

5 days off for your special life event. You may club this with your Earned Leave to enjoy an extended break. Please note that we want to promote diversity and inclusion; Marriage leave may be availed for same gender wedding celebrations as well.

Having said that considering the nature of our work we have capped to maximum 15days at a stretch.

**Parental Leave:**

- Entitlement

○ **Maternity Leave:**

26 weeks (180 days) for expecting mothers to help you usher in your child. While it is totally up to you how to split this time between pre and post childbirth, it is recommended that you keep at least 18 weeks (136 days) post childbirth. You may also use the entitlement in case you are adopting a child. In the unfortunate event of a miscarriage, you will be entitled to 6 weeks of leave post such an event.

○ **Paternity Leave:**

2 weeks for fathers to help you support your partner in ushering in your child. You may also use the entitlement in case you are adopting a child.

**❖ Bereavement Leave:**

- Entitlement:

○ Family Member Bereavement Leave: 3 days to help you cope with the loss of a close family member (spouse, parents, children, grandparents). You can combine your bereavement leave with your earned or casual leave for an extended time with your family.

**❖ Compensatory Off:**

- Entitlement:

We understand that due to our nature of work, you may be required to work on Sundays / public holidays. In such situations, your manager may grant you a compensatory off.

To avail Comp off employee should have worked for a minimum of 4 hours and needs to submit a work report to their reporting manager and email claiming the approval for the Comp Off.

It will not be considered or cannot be claimed when you have worked from home, shared PPT's, Files, Emails etc.

Compensatory off must be availed within 60 days of grant. Compensatory offs cannot be carried forward or accumulated/ encashed.

Cannot be claimed the next day of event and required 2 days of prior request from your HOD.

The granting of Compensatory Off is at your manager's discretion.

Comp off cannot be clubbed with any public holiday or weekly off.

**Note:**

- 1. Any vacation or leaves more than 7 days should be informed 30 days prior to HOD. (Until and unless its personal or medical emergency)**
- 2. Any vacation or leaves for (2-5) days should be informed at least 7 days prior to HOD. (Until and unless its personal or medical emergency)**
- 3. All the leaves and comp offs should be properly notified on email and marked on GreytHR system and can be availed on Managers discretion only.**