**NexaCorp HR Manual**

**Section: Company Leave Policy**

**Overview**  
This section outlines NexaCorp’s leave policy applicable to all full-time employees. The goal is to ensure transparency, proper planning, and work-life balance, while maintaining operational continuity.

**Types of Leave**

**1. Earned Leave (EL)**

* **Eligibility:** Accrued monthly after completion of the probation period.
* **Accrual Rate:** 1.25 days per month (15 days annually).
* **Carry Forward:** Up to 30 days can be carried over to the next calendar year.
* **Encashment:** Allowed only during final settlement or during the annual encashment window.
* **Application Notice:** Minimum 5 working days in advance.

**2. Casual Leave (CL)**

* **Eligibility:** All confirmed employees.
* **Quota:** 8 days per calendar year.
* **Usage:** For short-term, unplanned personal reasons.
* **Notice:** Prior notice preferred; not more than 2 consecutive days without special approval.

**3. Sick Leave (SL)**

* **Eligibility:** 12 days annually.
* **Usage:** For medical-related absences.
* **Proof Required:** Doctor’s certificate for absences exceeding 2 days.
* **Carry Forward:** Allowed up to 15 days; not encashable.

**4. Maternity Leave**

* **Eligibility:** Female employees with at least 80 days of service in the 12 months prior.
* **Duration:** 26 weeks (up to 8 weeks pre-delivery).
* **Extensions:** Additional unpaid leave of up to 30 days upon medical recommendation.
* **Policy Reference:** Compliant with the Maternity Benefit (Amendment) Act, 2017.

**5. Paternity Leave**

* **Eligibility:** Male employees who are new fathers.
* **Duration:** 10 working days.
* **Application:** Must be availed within 2 months of childbirth.

**6. Leave Without Pay (LWP)**

* **Eligibility:** Only when all paid leaves are exhausted.
* **Approval:** Requires managerial and HR sign-off.
* **Impact:** Affects monthly salary and benefits if not pre-approved.

**7. Bereavement Leave**

* **Eligibility:** All employees.
* **Duration:** 3 working days.
* **Usage:** In the event of the death of an immediate family member.

**8. Compensatory Off (Comp-Off)**

* **Eligibility:** Employees who work on weekends/holidays with prior approval.
* **Redemption:** Must be availed within 30 days of accrual.

**Leave Application Rules**

* All leave requests must be submitted via the NexaCorp HRMS portal.
* Leaves must be applied in advance (except for emergencies).
* Managerial approval is mandatory for leave validation.
* For medical leave over 2 days, documentation is required.
* Emergency leaves must be regularized within 48 hours.

**Leave Monitoring & Escalation**

* **Monthly Review:** HR reviews abnormal leave patterns.
* **Escalation Matrix:**
  + Level 1: Reporting Manager
  + Level 2: Department Head
  + Level 3: HR Business Partner
* Frequent unplanned absences may impact performance scores.

**Leave FAQs**

* **Q: Can I combine Sick Leave with Earned Leave?**  
  **A:** Yes, with prior approval and supporting documents.
* **Q: What happens if I take leave without approval?**  
  **A:** It will be marked as LWP and impact salary and appraisal.
* **Q: Can I carry forward my Casual Leave?**  
  **A:** No. CL lapses at the end of the calendar year.
* **Q: Can leave be cancelled once approved?**  
  **A:** Only by mutual agreement between the employee and manager.
* **Q: Is Maternity Leave paid?**  
  **A:** Yes. It is fully paid as per statutory requirements.

**Section: Exit Policy**

**Overview**  
This section outlines the formal exit procedures and expectations to ensure a smooth offboarding experience for employees and the organization.

**Resignation Process**

* Employees must resign via the NexaCorp HRMS portal.
* Include the proposed last working day.
* Acknowledgment of resignation is sent within 2 working days.
* Resignation cannot be backdated unless justified and approved.

**Notice Period**

* **Levels 1–3 (Junior):** 30 calendar days
* **Levels 4–6 (Mid-Level):** 60 calendar days
* **Levels 7+ (Senior/Leadership):** 90 calendar days
* **Buy-Out Option:** Employees may request to buy out notice period, subject to management approval.

**Exit Interview & Knowledge Transfer**

* **Exit Interview:** Scheduled within the last 10 days of the notice period.
* **Knowledge Transfer (KT):**
  + Mandatory for all project-based roles.
  + KT plan must be submitted and acknowledged by the reporting manager.

**Asset Return & Clearance**

* Employees must:
  + Return company-issued assets (laptops, ID cards, access cards, etc.).
  + Clear any dues with IT, Admin, and Finance.
  + Fill and submit the No Dues form via the portal.
* Final clearance is dependent on return of all company property.

**Final Settlement**

* Final dues include:
  + Salary till the last working day
  + Unused earned leave encashment
  + Any pending reimbursements
  + Bonus, if applicable
* **Processing Time:** Within 45 days of LWD (last working day).
* **Delays May Occur If:**
  + Asset return is incomplete
  + Incorrect bank or PAN details

**Exit Policy FAQs**

* **Q: Can I resign via email instead of HRMS?**  
  **A:** No. HRMS portal is the official channel for tracking and workflow.
* **Q: Is the notice period negotiable?**  
  **A:** Yes, if project handover and approvals are complete.
* **Q: Will I receive a relieving letter?**  
  **A:** Yes. It is issued within 7 working days post-clearance.
* **Q: How do I track my final settlement?**  
  **A:** Login to HRMS > Exit Tracker > Final Settlement.
* **Q: What if I leave without serving notice?**  
  **A:** It will be considered absconding and may affect documentation.

**Section: Grievance Redressal**

**Scope**  
This section outlines the process employees can follow to raise, track, and resolve grievances related to workplace issues, discrimination, harassment, or policy non-compliance.

**Types of Grievances:**

* Workplace harassment or misconduct
* Unfair treatment or bias
* Policy violations
* Payroll or benefits discrepancies
* Safety or facility-related concerns

**Grievance Submission Procedure:**

* Submit via HRMS > Grievance Module
* Anonymous option available for sensitive issues
* Provide details: incident summary, parties involved, evidence if any

**Resolution Workflow:**

1. HR receives and acknowledges the grievance within 2 working days.
2. Preliminary review and clarification phase (up to 5 working days).
3. Investigation and resolution proposal by the HRBP (within 10 working days).
4. Final decision shared with the employee.

**Escalation Matrix:**

* Level 1: HR Business Partner
* Level 2: HR Head
* Level 3: External Ombudsman (for unresolved or escalated issues)

**Section: Transfers & Relocation**

**Overview**  
NexaCorp supports internal mobility and relocation for business or personal reasons, while ensuring smooth transitions and minimal disruption.

**Types of Transfers:**

* **Internal Department Transfers:** Between teams or functions within a location.
* **Cross-Location Transfers:** Between different office locations or cities.

**Application & Approval:**

* Employee submits a Transfer Request Form via HRMS
* Line manager and HRBP approval required
* Cross-functional transfer may require role evaluation

**Relocation Assistance:**

* One-time relocation allowance (based on grade)
* Temporary accommodation (up to 10 days)
* Travel fare for self and immediate family

**Key Conditions:**

* No pending disciplinary action
* Completion of at least 12 months in current role

**Section: Internal Job Postings (IJP)**

**Purpose**  
NexaCorp encourages talent mobility and career advancement through an active IJP framework.

**Accessing IJP Opportunities:**

* IJP board available on HRMS > Careers > Internal Jobs
* Posted weekly; includes job description and eligibility criteria

**Eligibility:**

* Minimum 12 months in current role
* Performance rating of "Meets Expectations" or above
* No active performance improvement plans (PIP)

**Application & Evaluation:**

* Submit application via HRMS IJP portal
* Manager notified automatically
* Interview by hiring manager and HR
* Selection and role transfer within 30 days if selected

**Contact & Support**

For assistance, contact:

* **HR Support Email:** [hr.support@nexacorp.com](mailto:hr.support@nexacorp.com)
* **Phone Extension:** 1102
* **Portal:** HRMS > Support > Leave or Exit Category