

~: LEAVE POLICY: ~

Policy Statement & Objective:

This policy encourages employees to take break from work as this provides a healthy and efficient mind. The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for taking leave.

Leave Eligibility:

Employees on permanent rolls of the company are eligible to avail leave as per policy. Leave is credited to your individual account, on 1st of April each year. Leave eligibility for the year is calculated on a pro-rata basis, from the date of joining.

TYPE OF LEAVE:

All leave will be treated as **VL (Voluntary Leave)**. There will be total **18 Voluntary Leaves** per year per employee.

- ❖ An employee will however be entitled to take 1.5 Voluntary Leaves per month only on completion of 3 months of their service. If an employee is not taking 1.5 leave on first month then he/she can avail 3 leaves on second month and so on. No debit leave will be granted.
- ❖ A new employee is not eligible for any leave from the date of joining up to first 3 months and the same will be treated as LWP (Leave Without Pay)
- ❖ Employee needs to be submitted the "Leave Application" to HR with approval of supervisor/TL at least 7 days prior except emergencies like sick, accident, family urgency etc, otherwise the same will be treated as Unplanned Leave. (Delay will be not accepted and entertained for any reason).
- ❖ Leave will be granted in such a manner that the total period of absence including holidays (prefixed or suffixed).
- ❖ Unused VL at the end of the year would be encashable at the rate of basic salary of employee. An employee will be entitled for encashment on completion of 1 year of service. Carry forward system would not be there.
- ❖ This cannot be carried forward in the next year of your employment with the organization.

- ❖ If an employee is taking leave for medical purpose, then medical documents should be provided along with leave application within 3 working days after the leave was consumed.
- ❖ In case an employee exceeds the requester fails to provide relevant medical documents, same would not be considered as Voluntary Leave unless approved by the Approval Authority. And, the Absence can even be lead to an LOP (Loss of Pay).

EXAMPLE-

Month	Entitled Leave	Condition	Example
April	1.5 VL	Employee can avail 1.5 VL , If exceeds , then same will be treated as LOP –Loss Of Pay	X is taking 1 VL, Balance-0.5 VL for next month
May	1.5 VL	Employee can avail 1.5 VL, If balance is there then he or she can adjust the same. Again if exceeds then same will be treated as LOP.	Balance-0.5VL, Entitled for- 1.5+0.5. Now X is taking 3 Leaves, 2will be treated as VL&1 will be LOP.
June	1.5 VL	Same like before	Balance -0.X is entitled for 1.5 VL X is taking no leave.
July	1.5 VL	Same like before	Balance-1.5,X is entitled for 3 VL X is taking no leave.
August	1.5 VL	Same like before	Balance- 3,X is entitled for 4.5 VL X is taking 1 leave
September	1.5 VL	Same like before	Balance-3.5, X is entitled for 5 VL. X is taking no leave.
October	1.5 VL	Same like before	Balance-5 VL, X is entitled for 6.5 VL
November	1.5 VL	Same like before	Balance-6.5 VL, X is entitled for 8 VL
December	1.5 VL	Same like before	Balance-8 VL, X is entitled for 9.5 VL, Now, X is taking 5 leaves
January	1.5 VL	Same like before	Balance- 4.5VL, X is entitled for 6 VL
February	1.5 VL	Same like before	Balance- 6VL, X is entitled for 7.5 VL. Now X is taking 4 leaves
March	1.5 VL	Same like before	Balance- 3.5VL, X is entitled for 5 VL. Now X is taking 3 Leaves, 2 VL will be lapsed.

HD (Half Day Leave)-

The half day Leave period should either be the first 4.5 hours of the day or the last 4.5 hours of the day from first punch. This will be adjusted towards Voluntary Leave.

Quarantine Leave-

Quarantine leave is granted when staff or employee is suffering from an infectious disease. Such leave can be granted only on the certificate of a medical or public health officer. Duration of Quarantine Leave will be from 14 to 21 days.

* Duration of the quarantine leave will be decided by the management and it can be varied time to time.

Bereavement Leave-

Entitlements to bereavement leave after six months' employment. On the death of an immediate family member, Webskitters provides for **13 days' paid leave**. This can be taken at any time and for any purpose genuinely relating to the death. "Immediate family members" are the employee's spouse, parent, child, and sibling. Where there is more than one bereavement, the employee is entitled to three days' bereavement leave in respect of second death.

Note-

Long leave needs to be intimated at least 30 days prior to TL, Management and HR.

Leave calculation will depend on individual's leave balance. Management/HR will decide exceptional cases.

The company can change the leave policies as per requirement from time to time.