Leave Policy Document

Company Name: Contoso Pvt. Ltd.

Policy Title: Employee Leave Policy

Effective Date: January 1, 2025

Version: 1.0

The objective of this policy is to explain the leave entitlement & availing

procedure.

The Company “Leave Calendar” would effect from 1st Jan to 31st December every

Year. All the associates who are on Payroll of the Company than policy will be

applicable for those.

**Note:** A min. of 20 working days attendance is required in a month to avail all

Sunday & Holidays.

* An anti-nepotism policy aims to prevent nepotism, favoritism, and conflicts

of interest, ensuring a fair and unbiased workplace within organizations. It

provides a roadmap for handling situations such as the hiring of qualified

candidates who happen to be related to existing associates by blood

relations, defined as individuals related by birth, including those of halfblood, or by marriage.

* Any current employee with a blood relative, including a parent, child,

brother, sister, aunt, uncle, nephew, niece, first cousin, in-laws, or any of

the aforementioned prefixed by “Grand” or “Great-Grand” may not be

considered for employment within the organization during the same period.

* The HR team reserves the right to reject any candidates based on their

relation to existing employees. One of the primary reasons organizations

avoid hiring employees' relatives is to prevent favoritism and maintain clear

boundaries between professional and personal lives, avoiding the misuse

of power and weaknesses.

* If associate join on or before 15th day of the month then leave entitlement

would be effective from first day of same month & join after 15th

entitlement would be effective from first day of next month.

* All Saturday, Sunday and Holidays will be inclusive, in case of leave at

both side.

* If associate take up to 5.5 days leave in a month then Saturday & Sunday

will not be sandwich but more than 5.5 days leaves in a month will be

applicable for sandwich in the span of next 6 leave with Saturday &

Sunday.

* If associate given resignation then he/she will not be eligible to take any

type of leave in his notice period, also no leaves will be entitle irrespective

of dues in the period,

* If associates will take any type of leave in notice period, then his notice

period will be extend accordingly.

* An Associate can resign only once his/her service commitment is over

before that his/her resignation with not acceptable.

* Company is having 5 days working in week.

**Casual Leave**

* Entailment of Casual Leaves in a calendar year is max. 12 days.
* 3 CL will be credit in the starting of every quarter.
* Min of 0.5 CL can be apply or avail.
* All the balance of CL will be lapse on 31st December every year, no carry forward will take place for next year.

**Earned Leaves:**

* Associate will be eligible for EL only after confirmation of service.
* The EL will be accrued only after the completion of one / each year from

the date of joining...

* Associate will not eligible for proportional EL if in case he/she resign

before completion of year.

* On every 20 working days, associate shall be entitled with 1 EL.
* Min. of 1 Day EL can be availed at a time.
* Max. of 12 EL entitled in a year.

**Special / Sick Leave:**

As per Management Discretion.

**Maternity/Paternity Leave:**

* Female employees will be eligible for a paid maternity leave of 6 months. Unpaid leave cab be opted by the employee for the next 6 months. This will be eligible for 2 deliveries
* Male employees are eligible for a paternity leave of up to 5 days during the delivery time. 5 days has to be applied for at a stretch.

**Working Hours**

* Company office hours are minimum 8.5 hours and it starts from 10:00 AM.
* Company provide flexi hours for working & it is applicable for start time

10:00 AM to 11:00 AM (One hour flexibility in the start time)

* Minimum 8.5 hours working is mandatory.

**Half Day Leave**

The half day period should either be the first maximum 4.5 hours of the day or

the last maximum 4.5 hours of the day.

**Extra Working Day/Compensatory Off:**

* The nature of the business may require employees to work on festival

holidays or days off. To prevent burnout, employees who work on these

days due to business needs are eligible for compensatory off or additional

payment.

* In general scenario, the employee shall be informed by the HOD with a cc

to HR with appropriate justification for such extra working and efforts for

better transparency at least 02 days in advance, if he is required to work

on any given Holiday or Week-Off. In case of urgent work exigencies, the

information may be shared 01 day in advance and also it needs to be

applied in the HR software in advance or same day not after extra working

day.

* Employee can apply extra working in HR-Eye software from any one of

given leave types

* **Extra Working Leave:**

After the approval of Extra Working Leave, Compensatory

Off (C-Off) will be credited to the employee's leave balance.

* **Extra Working Paid:**

After the approval of Extra Working pay, the employee will

receive one day’s salary plus Rs. 100, up to a maximum of

Rs. 1,000 per day.

* To avail Compensatory-Off (C-Off) prior approval from the HOD with a cc

to HR is required and also it needs to be applied in the HR software 2 days in advance.

* Not more than 2 C-Off (independent or consecutive) can be availed in a given month.
* The accrued Compensatory-off can be availed anytime within the leave calendar year and will not be carried forward to the next leave calendar year.
* Sales person are not eligible for C-off
* Account, HR and Admin staff is not eligible for C-Off

**Absent:**

* In case associate has not applied any above said leave and he/she was

absent on his / her duty, in that case also he / she has to apply the leave

into HR software as leave type ABSENT

* In every quarter 1st absent case will be considering as an emergency & will

be converted automatically in CL / EL while approved by Senior.

* One day salary plus 100 Rupees will be deducted from the salary for an

absent employee per day.

**Holidays:**

* Holidays commemorating events of national, social and religious

significance are offered to employees. Maximum of 8 days will be declared

as company holidays every year( if in case festival are on Saturday or

Sunday no extra company holidays will be consider)

Holiday’s list will be upload to HR site every year in January and will be

applicable accordingly.

**Planned Leaves:**

* All leave must be pre-planned and must be applied at least 2 days in

advance, otherwise an associate will be considered as ABSENT.

**Leave apply & approval procedure:**

* All leaves to be apply through HR software only, other communication like

Email, Phone, SMS will not be consider.

* All type of leave needs to apply 2 days in advance.
* Anyone who is absent for three days or more without any information,

shall submit a written explanation for such absence, to the HR Department

and shall be liable to appropriate disciplinary action by the Management.

* Approval of all leave will be done through HR software only by their

Reporting Manager, HOD has full rights to reject the leave according

company needs.

* Off days and holidays falling within a spell of leave shall be debited from

associate leave account.

**Request for Cancellation of Leave:**

* Only approved leave can be cancel by associates with the notification of 2

days in HR software, the approved leave cancel based on Reporting Boss

Discretion.

**Daily Activity Reporting (DAR)**

DAR Non-Punch Penalty Structure

Failure to punch DAR entries is monitored cumulatively within each

calendar month. A progressive penalty system applies based on the

number of violations:

* **Up to two non-punched DAR entries in a month will not result in any penalty.**

These are treated as grace instances to allow for genuine lapses without

disciplinary action.

* **From the third instance onwards, penalties are applied on every alternate**

**missed DAR day.** Specifically, a penalty is applied on the 3rd, 5th, 7th, and

every subsequent odd-numbered violation in the month. This means that not

every missed day results in a deduction, but the penalties increase

progressively.

* **On each penalty day, a half-day Casual Leave (CL) will be automatically**

**deducted.** If the associate does not have a sufficient CL balance, the system

will apply a half-day Leave without Pay (LWP) instead.

* **All such penalty leaves, whether CL or LWP, are treated in the same manner**

**as standard leaves.** This includes applicability of all company leave rules,

such as impacts on salary, increment delays, and any other HR or payrollrelated consequences.

**Responsibility**

Associates are fully responsible for their daily DAR compliance. Persistent noncompliance, even if within the bounds of the penalty structure, may be viewed as a

behavioral concern and can be escalated to management or HR. Repeat violations over

multiple months may affect appraisals, promotions, or continued project assignments.

**Leave Encashment:**

* Confirmed employee having min 5 Years of Tenure in the Company will be

eligible for encashment of EL.

* Maximum 50% of accumulated EL or carried forward is subjected to

encashment.

* Leave encashment will be done in the last month of the calendar year or at

the time of full & final settlement.

* Leave encashment will be done as per the salary drawn in the last working

day.

* The maximum of 180 days encashment is being allowed in tenure.

**Appraisal Duration**

In case any associate having minimum cumulative 15 days of ABSENT

and LWP in a year than yearly increment date shall be extended to next 1

month from due date & in case of more than 15 days of ABSENT and LWP

increment date it will extended to another 1 months the span of next 10

days of ABSENT and LWP.

Appraisal will be done after completion of one year (After discussion with

HOD/management)

**Notice Period**

As CBS is a Software Development & service Company have staffs at

different levels like Associate Director, Vice President, General Manager,

Senior Manager, Manager, Team Lead, Developer, Technical / Functional

Consultant, Office Executive, Peon, Sweeper, Driver etc.

For different levels there are different types of notice period mentioned in

the Company Policy for all Employee associated with CBS, notice period

may vary from 1 to 3 Months.

* 3 Month notice period mentioned for critical resources like Team Lead,

Manager, Sr. Manager, GM, VP, Sr. Consultant (Technical & Functional)

etc.

* 2 Month notice period for all confirmed Employee other than above.
* 1 Month notice period applicable for all Employees during Probation period.
* No short notice period is acceptable
* In any case if short notice period is served by associate then it will be deducted from full final.

The Contract employee notice period will be consider according to

agreement with the person or contractor. Associates need to full fill the

notice period condition, any adjustment is not applicable.

**Company Asset**

Company Assets / Property like Laptop & its accessories / Mobile hand set

/ SIM Card / Vehicle etc. issued to associates eligible to use official

purpose only. In case of unauthorized / personal use found then individual

will be liable to pay the cost of unauthorized use / Damage / Losses /

Misuse / un official Phone calls etc.

Associates must keep in mind he / she will be sole responsible for the

assets once officially take over the assets from company and will be liable

to pay cost if any till return deposited to company.

**Like below points.**

* Usages of Personal phone calls by company Paid Phone / SIM are not

allowed.

* Complete Data Backup of laptop must be taken any time an associate

can’t object.

* If backup data volume found decreased with compare to last backup

volume then employee has to show the cause of data loss any time as

desired by management.

* Direct transfers of company assets to some other employee are not

allowed.

* Usage of company assets by the near & dear ones or family members of

the employee are not allowed.

* Usage of company assets by the other company employees etc.
* If associates having any type of service contract/commitment, he/she need to full fill his/her all terms conditions at the time of leaving from company.

A part from above said matter final decision always be taken by the Management only

Thanks & Regards

Human Resource Department