HR LEAVE MANAGEMENT POLICY & GUIDELINES

Department: Human Resources
Category: Leave
Applies To: All Full-Time Employees
Effective From: Start of Employment

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1. Purpose of Leave Policy

The Leave Policy is designed to ensure employees can take time off for rest, health, and personal responsibilities while maintaining smooth business operations.

All leave records are managed through the **HR Portal**, and employees are expected to follow the defined process for leave application and approval.

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2. Leave Year

- Leave year follows **Calendar Year (January–December)**

- Leave balances are refreshed or carried forward at the start of each year

- Pro-rated leave applies for new joiners

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3. Types of Leave & Entitlements

3.1 Casual Leave (CL)

Purpose: Short-term personal needs, emergencies, or personal work

- Total Entitlement: **8 days per year**

- Accrual: Credited at the beginning of the year

- Carry Forward: ❌ Not allowed

- Encashment: ❌ Not allowed

- Approval Required: ✅ Yes (Manager)

Rules:

- Cannot be clubbed with Earned Leave for more than 3 consecutive days

- Must be applied before taking leave unless emergency

3.2 Sick Leave (SL)

Purpose: Illness, injury, or medical emergencies

- Total Entitlement: **6 days per year**

- Accrual: Credited annually

- Carry Forward: ❌ Not allowed

- Encashment: ❌ Not allowed

- Approval Required: ✅ Yes

Rules:

- Medical certificate required if leave exceeds **2 consecutive days**

- Can be applied retroactively in case of emergencies

3.3 Earned Leave / Privilege Leave (EL / PL)

Purpose: Planned long vacations or extended personal time

- Total Entitlement: **18 days per year**

- Accrual: **1.5 days per month**

- Carry Forward: ✅ Allowed (up to 45 days max)

- Encashment: ✅ Allowed as per policy

- Approval Required: ✅ Yes

Rules:

- Minimum 3 days continuous leave recommended

- Approval depends on project and business needs

3.4 Maternity Leave

Eligibility: Female employees

- Duration: **26 weeks**

- Applicable for: Up to first two children

- Paid Leave: ✅ Yes

- Approval Required: HR verification

Documents Required:

- Medical certificate

- Expected delivery date

3.5 Paternity Leave

Eligibility: Male employees

- Duration: **5 working days**

- Paid Leave: ✅ Yes

- Usage Window: Within 30 days of childbirth

3.6 Compensatory Off (Comp-Off)

Purpose: Compensation for working on weekends or holidays

- Credited only after manager approval

- Validity: **90 days**

- Carry Forward: ❌ Not allowed

3.7 Loss of Pay (LOP)

When Applied:

- Leave taken without sufficient balance

- Leave not approved by manager

- Attendance not regularized

LOP directly impacts monthly salary and will reflect in the payslip.

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4. Leave Application Process

Standard Process:

1. Login to HR Portal

2. Select leave type and dates

3. Submit for manager approval

4. Track approval status

Emergency Leave:

- Inform manager immediately

- Apply leave retroactively within **2 working days**

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5. Leave Approval Rules

- Manager approval is mandatory

- Approval depends on:

  - Team availability

  - Project commitments

  - Leave balance

Leave is **not considered approved** until confirmed in the HR portal.

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6. Leave Balance Calculation

- Leave balance updates **daily**

- EL accrues monthly

- CL & SL credited yearly

- Comp-Off credited manually

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7. Common Leave Issues & Resolution

7.1 Leave Balance Incorrect

Possible Reasons:

- Recent leave approval not synced

- Carry forward not processed

- Manual correction pending

Employee Action:

1. Wait 24–48 hours

2. Refresh HR portal

3. Raise HR ticket if unresolved

7.2 Leave Rejected

Possible Reasons:

- Business critical period

- Incorrect leave type

- Overlapping dates

7.3 Attendance Mismatch Leading to LOP

Possible Reasons:

- Missed punch-in/out

- Incorrect WFH marking

- System downtime

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8. Leave During Notice Period

- EL usage may be restricted

- CL and SL may not be permitted

- LOP may apply for unapproved leave

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9. When to Raise Leave Ticket

Raise an HR Leave Ticket if:

- Leave balance is incorrect for more than 48 hours

- LOP applied incorrectly

- Approved leave not reflected

- Comp-Off not credited

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10. Information Required While Raising Leave Ticket

- Employee ID

- Leave type

- Leave dates

- Issue description

- Supporting documents (if any)