

Leave Policy & Procedure

Prepared By:	Reviewed by	Approved By:
HR Department	HOD	Director

OBJECTIVE

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. The objective of this policy is to explain the leave entitlement and procedure for availing leave.

LEAVE YEAR AND APPLICABILITY

- ☐ Leave is not a matter of right
- ☐ While the company understands the need for periodic breaks from routine and the need to address certain personal matters, leave cannot be treated as a matter of right and suitable planning should be done before availing any leave for ensuring business continuity
- ☐ The Management has complete authority to sanction, revoke or cancel leave under any serious business situations.
- ☐ Leave year is considered from 1st January to 31st December.
- ☐ Applicable leaves are credited to the employees account on monthly pro rata basis
- ☐ The different types of leaves given under the policy are:
 - A. Monthly Leave (ML)
 - B. Privilege (PL)
 - C. Marriage Leave (MRL)
 - D. Maternity Leave (MTL)
 - E. Paternity Leave (PTL)
 - F. Compensatory Off (CO)
 - G. Loss of Pay (LOP)
- ☐ The Leave policy is applicable for all employees of the company
- ☐ Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rate basis
- ☐ Whenever an employee is taking leave he/she will have to handover his/her responsibility to his/her colleague. Any Leave without proper handover of responsibility will be treated as absence

MONTHLY LEAVE (ML) – [Applicable to HO & R&D]

ELIGIBILITY

All employees of Head Office

Monthly leave is calculated for a period of one year (1st January to 31st December)

ENTITLEMENT

1. All employees on the payroll of the company are entitled for a total of 12 Days of Monthly Leave for every Calendar year
2. Monthly leave will become admissible on a prorata basis from the date of joining



3. National / declared / festival / weekly off days can be prefixed / or suffixed to ML
4. Monthly leave can normally be taken for 1 Day for that particular month
5. However, if the employee has not availed any monthly leave in the previous months and have the accumulated ML in his account, he/she can avail those at a single stretch for not more than 3 days for a quarter
6. The Approved Leave application should give to HR 07 days before proceeding with the leave
7. Monthly leave can be carry forwarded and can be accumulated up to 15 days in a year, i.e. 12 Days for the next year and 3 Days carry forwarded from the last year
8. Privilege leaves cannot be encashed and will lapse beyond 15 Days of accumulation as in point 7 above.
9. Any absence of more than the number of ML sanctioned will be treated as leave without pay
10. Proper handover procedure has to be done before proceeding to leave

PRIVILEGE LEAVE (PL)

ELIGIBILITY

All confirmed employees of head office

Privilege leave is calculated for a period of one year (1st January to 31st December)

ENTITLEMENT

1. All Employees on the payroll of the company are entitled for 09 Days of Privilege/Privilege leave for Every Calendar Year
2. Privilege leave will become admissible on a prorata basis from the date of joining
3. National / declared / festival / weekly off days can be prefixed / or suffixed to PL/EL
4. Privilege leave can normally be taken for 1 or more days. In case of an exigency Privilege Leave may be allowed provided Monthly Leave is exhausted
5. The Approved Leave application should be given to HR 07 days before proceeding with the leave
6. Privilege leave can be carried forwarded and can be accumulated up to 24 days
7. Privilege leaves can be encashed on Gross salary at the end of the financial year
8. Any absence of more than the number of PL sanctioned will be treated as leave without pay
9. Proper handover procedure has to be done before proceeding to leave

MARRIAGE LEAVE (MRL)

ELIGIBILITY:

All confirmed employees are eligible for Marriage leave.

ENTITLEMENT:

1. All Employees on the payroll of the company are entitled for 10 Days of Marriage Leave only Once.
2. Marriage leave will become admissible as a whole on application.
3. The application of MRL should be submitted to the HOD/Reporting Manager at least 30 days in advance
4. The Approved Leave application should be given to HR Department 07 days before proceeding with the leave
5. Marriage leave is applicable to an employee for his/her entire vintage with SPAN regardless of time period and get exhausted once availed forever.
6. Marriage leaves cannot be encashed
7. Any absence of more than the number of MRL sanctioned will be treated as leave without pay
8. Proper handover procedure has to be done before proceeding to leave



MATERNITY LEAVE (MTL)

ELIGIBILITY:

All confirmed female staff is eligible for Maternity leave.

ENTITLEMENT:

1. Female employees are entitled for 12 weeks prior and 12 weeks post expected date of delivery
2. A certificate from the gynecologist needs to be submitted along with the leave application. However, in case of any emergencies the leave application can be sent through a representative
3. Female employee can carry forward the eligible leaves of the pre-expected date of delivery to the post expected date of delivery but cannot do it vice versa
4. Intervening National / declared / festival / weekly off days will be counted as part of leave
5. In case of any illness due to pregnancy, miscarriage, pre-mature birth of the new born a maximum of 30 days leave can be availed in addition to the eligible maternity leave
6. Female employee can produce the doctor certificate post joining the duties
7. Any leave apart from the eligible leave will fall under Loss of Pay
8. The intimation of Maternity Leave should be sent to the Reporting Manager with a copy to HR Department at least 45 Days in advance

PATERNITY LEAVE

ELIGIBILITY:

All confirmed Male Employees

ENTITLEMENT:

1. Male employee will be entitled for 3 Days of Paternity Leave
2. Male employee who wishes to apply for this leave has to submit the expected date of delivery of his spouse duly signed by the gynecologist
3. Paternity leave cannot be combined with other eligible leaves available with the employee
4. Intervening National / declared / festival / weekly off days will be counted as part of leave
5. Any leave apart from the eligible leave will fall under loss of pay

COMPENSATORY LEAVE

Eligibility:

Any employee of HO is eligible for a compensatory leave except for FTO

1. If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day for period of minimum 8 hours then he/she is eligible for Compensatory leave on any other working day within the same payroll completion
2. In case employee is working for 2/3 hrs. on National / Festival / Declared / weekly off day he/she will not be eligible for Compensatory off.
3. Official approval is required from the department head / management to work on such National / Festival / Declared / weekly off days. No compensatory leave will be entertained if an employee works on these days without proper approval



4. The compensatory leave has to be availed within a period of 30 days from the date worked on a holiday/weekly off
5. Compensatory leave if not availed within the stipulated time period will be lapsed
6. The Approved Leave application should be given to HR 7 days before proceeding with the leave

LOSS OF PAY (LOP)

1. LOP will be applied
2. LOP can be applied by an employee when no other leave is available
3. During the period of LOP, the employee is not entitled for any pay or allowance
4. If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the company on his own accord
5. LOP can be implicated on disciplinary grounds with regards to attendance by the management regardless to the availability of the other types of leave

ABSENCE FROM DUTY

When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty

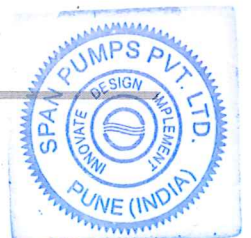
1. The days of absence will be treated under Loss of Pay
2. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again
3. If an employee is absent from duty continuously for more than 3 days (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the HR department will be sent to him asking to report to duty and to provide explanation for his absence
4. Based on the enquiry any action deemed fit will/would be taken
5. If there were no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the company on his own accord and his services will be deemed terminated

LEAVE SETTLEMENT DURING RESIGNATION / RETIREMENT / TERMINATION:

Employees cannot proceed on leave from the date they tender their resignation from the services of the company. If an employee to be relieved has availed more number of EL/SL/CL against the number of months he has worked, then the excess EL/SL/CL will be deducted from his final settlement. There will not be any encashment of un-utilized leave except PL. Further, all the un-availed leaves will be lapsed.

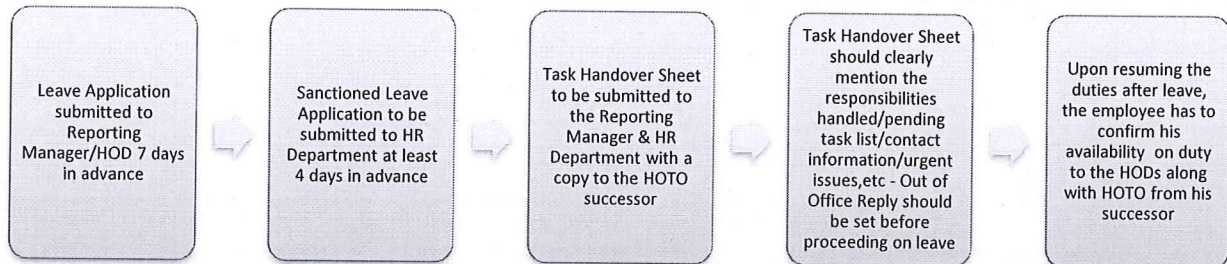
EXTENSION OF LEAVE

As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as Loss of Pay.



Please note that any employee involved in any sort of employment, though directly or indirectly during the leave period will be terminated from his/her service without any notice.

PROCEDURE FOR LEAVE APPLICATION



HANDOVER SHEET FORMAT

Sr. No	Duties handled	Pending task	Important Details	Handed over to	Handover taken by



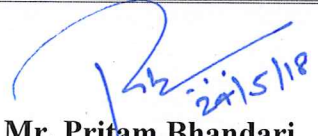
Please Note that in case if the Handover Sheet is not properly signed and approved, the entire leave period may be treated as Loss of Pay (LOP) and no excuses will be entertained thereafter.



LEAVE APPLICATION FORMAT

Application Date: _____

LEAVE REQUISITION SLIP		
Name		EMP Code
Department		Designation
Leave from		Leave Up-to
Total No of Days		Reason for Leave
Duties Handed Over To (HOTO Successor)		Signature of the HOTO Successor
Type of Leave ML/MTL/PL/PTL/CO/LOP		Contact No. (if any) during leave
Approved/Not Approved By		Reason for Non-Approval
Employee	Reporting Manager/HOD	HR Department

Prepared By:	Reviewed by	Approved By:
 Mr. Parag Kirange HR Department	 Mr. Subal Siddharth HOD	 Mr. Pritam Bhandari Director

"PLAN A JUSTIFIED LEAVE; ENJOY YOUR ELIGIBLE LEAVES"
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