

# 1. HOLIDAY & LEAVE POLICY

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Employees are eligible for leave under two different categories, viz., employees covered under ESIC and those who are not covered under ESIC. The year under consideration for leave administration is the calendar year that is January to December.

## **Holidays**

**Company Declared Holidays (CH) :** Company declared holidays are the days on which the company provides employees time away from work in order to celebrate certain days of national significance and remembrances based upon customs, history and local traditions common to the organization. These holidays are declared at the beginning of each calendar year. Total holidays available are 13 days.

## **Types of Leaves**

**Calendar Year:** Calendar year is the period from 1<sup>st</sup> January to 31st December of a year.

## **Causal Leave (CL)**

Causal Leave is the leave given to employees to meet the causal exigencies and personal emergencies. Total CL's available are 12 days. CL cannot be combined with any other leave. Unutilized Causal Leave will automatically lapse at the end of the calendar year.

## **Sick Leave (SL)**

Sick Leave is applicable for those who are not covered under ESIC . Total SL's available are 12 days in a calendar year. SL cannot be combined with any other leave. SL more than 3 days has to be ratified by submitting a Medical Certificate. Sick Leave will automatically lapse at the end of the calendar year.

## **Earned Leave (EL)**

Those who have worked for not less than 240 days in a calendar year will be eligible for EL at the rate of one day for every 20 days worked. EL will be credited in the succeeding year for service in previous year. EL cannot ordinarily be sanctioned more than 15 days at a time. Maximum 30 EL can be carried forward and beyond that can be Encashed.

## **Maternity Leave**

Married female employees of the company (not covered under ESIC) are entitled to Maternity Leave as per Maternity Act .

## **Compensatory Off**

In case an employee works on a company declared holiday or on their weekly offs due to business exigencies, they will be entitled to compensatory off. This should be availed by the employee within 30 days of earning the compensatory off. In case the employee is not able to avail the compensatory off within 30 days of earning of the same, then the compensatory off will automatically lapse.