

LEAVE POLICY

General Guidelines

- Leaves of all types will be submitted to the HR through the [Leave Application Form](#).
- Leaves of all types will be tracked by HR records. Anybody can ask HR about their own leave quota.
- Client is not the leave approving authority.
- Casual and sick leaves will not be carried forward. Only annual leaves will be carried forward partially or will be treated as the management deems fit.
- Human Resource Manager should be informed in advance when taking sick/casual leave.
- All leave calculations will be done from January to December.
- Leave quota will be prorated for new team members accordingly. And HR will be having the prorated quota for leaves, which can be shared with the new team members on demand.
- During probation/notice Period no leaves are allowed.

Annual leave

- Annual leaves are paid leaves. Team members are entitled to a maximum of **10 calendar days** (inclusive of weekends and public holidays) as annuals.
- Team members should be encouraged to consume their annual leaves.
- Team members can take annuals divided partially in a year.
- Team members must take the HR's approval ideally 30 days in advance.

Annual Leave Approval Guidelines

Please be mindful of the following guidelines for approval of your annual leaves:

- Only the HR can approve the leaves (Casual, Medical, Annual) of a team member.
- HR will ensure that the team member has completed 1 year of service with the company.
- HR will make sure that there are no tasks affected in the team member's absence and that there is someone to back his/her work.
- Maintain fairness among team members when approving annual leaves.

Casual leave

- **Entitlement:** 10 days taken as needed.
- The team member shall first notify HR of his/her request to avail of casual leave. This leave can be consecutively taken for not more than **two days**. To avoid casual sandwich leaves, the leaves should not be on Monday and Friday.
- Confirmation of approval is not acceptable verbally. The leave form should be submitted. Without any digital evidence of leave approval by the HR, leaves will not be considered approved.
- Team members must take the HR's approval at least one day in advance. In the case of not doing it, the leaves will be treated as unpaid.

Sick leave

- **Entitlement:** 5 days taken as needed.
- The team member shall notify HR of his/her medical condition for sick leave. This leave can be consecutively used for not more than **two days** in the absence of a medical certificate from a medical practitioner prescribing rest for a longer period.

Maternity leave

- **Entitlement:** 40 calendar days with full pay. This may include the period preceding and the period following the delivery.
- The team member shall first inform the HR of her request to avail maternity leaves.
- If the delivery is significantly delayed or the team member is unable to return to work upon completion of maternity leave for reasons of ill-health due to pregnancy, or if she requires further rest or convalescence, she can take additional 30 days leaves with half pay.

Paternity leave

- **Entitlement:** 5 Calendar days with full pay.
- The team member shall first inform the HR of his request to avail paternity leaves.

Unpaid leaves

- In cases where a team member is not entitled to annuals but needs to take off due to emergencies or unavoidable circumstances, they can take approval (from the HR) for unpaid leaves which will be decided on a case-to-case basis.

Leaves in Notice Period

- Annual Leaves cannot be taken by a team member during the Notice Period.
- In the event of illness/casualty or emergency, the Notice Period will be extended by the number of days for which leaves were availed based on HR's approval.

Contractual/Part-time team member

This will be decided on a case-to-case basis but following the same principles as those for a full-time team member.

This policy may be eliminated or amended from time to time, and at any time, at the sole discretion of the company.