

LEAVE POLICY

LEAVE YEAR: Leave year is from 1st Jan. to 31st Dec. Employees who are appointed during the course of the year shall be entitled to leaves on pro-rata basis*.

**Proportionate allocation or distribution of leaves on the basis of joining.*

LEAVE TYPE & ENTITLEMENT:

Leave Type	No of Leaves	Tenure
Casual Leave	06	Yearly
Earned Leave	12	Yearly
Sick Leave	06	Yearly
Holiday's	12	Yearly
Half Day	01	Monthly

1. Casual Leave

- CL cannot be clubbed for more than 2 days
- Casual Leave is the leave given to employees to meet the casual exigencies and personal emergencies. At a stretch, an employee can avail a maximum of 2 days CL
- SL and CL leave cannot be clubbed together

2. Earned Leave

- Earned Leave is the leave earned by the employee for the number of days worked in a calendar year. An employee is eligible for EL on completion of one-year service in the employment.
- It is to be noted that when a leave is availed on days before and after a declared holiday/Week off, will be accounted as a part of the total leaves.
- It is mandatory for such leaves to be sanctioned and will be granted depending on the Situational exigencies

3. Sick Leave (SL)

- Sick Leave is given to employees to meet health exigencies. An employee is eligible for SL from the date of joining of organization and at a stretch, an employee can avail a maximum of 2 days self-certified SL.
- No sick leave for more than 3 days or more will be acceptable without supporting medical Documents issued by a registered medical practitioner
- SL and CL leave cannot be clubbed together

4. Bereavement Leave

Employees are eligible for up to 4 days leave, if necessary, in the event of the death of an immediate family member.

5. Outdoor Duty

Outdoor duty to be informed to HR Department. No reminders for the same will be given by HR Department. If not informed to HR Department / Head of the Department, it will be marked as absent / LWP for the day.

6. Leave during Notice Period

Any un-authorized absence during the notice period will be treated, as shortfall in notice period and employee will have to pay compensation for such a shortfall or your Notice period will be extended by the no. of leaves taken.

No leaves shall be allowed or adjusted during Notice period.

7. Unauthorized Leave

If an employee remains absent from the office for more than 3 days in a month without any information, leave application or permission from HR/Management, the same shall be treated as misconduct which leads to strict action against his/her and the management may terminate his/her service without any notice.

8. Half Day

Employees can avail 1 Half Day leave after approval from HOD

Minimum Working Hrs. for Half Day: 4.5 hrs.

9. Working Hour/Extra Working Day

As per terms of employment your minimum working hours will be 10AM to 7 PM

Working on Weekly off or on Holiday will be compensated by compensatory off only.

10. Working days

Five days working in a week, as per the terms of employment your minimum working hours should be 45 hours in a week.

11. Work from Home

Work from home will be provided with the prior approval from the management, In such cases work from home are allowed more than a week then the 20% salary will be deducted on the account of software and admin expenses for monitoring the work.

12. Leave Process

All employees need to take approval from HOD's, Director/Partners as per table given below:

Leaves	Intimation Days
Earned Leave (EL)	15 Days
Casual Leave (CL)	2 days prior
Sick Leave (SL)	Same day

NOTE:

- Employees need to submit the leave application form (Annexure-2) with the approval of his/her Reporting Manager about leaves as per intimation days. And also need to mail the same to the Reporting Manager & HR should be kept in loop for all such mails.
- Verbal / WhatsApp approval will not be considered unless mail approval is shared. Employee need to share mail once he joins office in case of SL.
- Leave without approval will be treated as LWP/Absent.
- HOD's may refuse an application for casual leave from an employee on the ground of exceptional pressure of work requiring his attendance on the day or days in respect of which casual leave has been applied for.
- Leave Application has to be submitted into the HR department within a week after taking the leaves by the employee duly signed by the HOD else it will be considered as unpaid.
- Maximum 3 Days leave will be allowed in a month in any case subject to the leave availability. Any absent above the approved/prescribed leave will be treated as Leave without Pay (LWP).
- For One day Leave employee has to mail for the same to the HOD and copy mark to HR, and HOD will provide the approval of his/her leaves.

- For Marriage Leaves (Own), Employees are allowed to take the 15 days leaves as per the leave balance availability.
- If the employee has taken any type of leave, with the approval of manager than the manager has to give the justification of the same. (If HR ask for)
- If any leave (CL/SL/EL) avail by the employee in such a manner that the week off or public holiday comes in between the leave availed by the employee then such week off/public holiday will be treated as leave and will be adjusted accordingly.
- It is responsibility of the employee/HOD to maintain the leave record as per the above schedule of leaves and also advised to properly mention the category of leave applied/approved for in the leave application form to avoid any differences.
- For Outdoor/Official Visit/Client Visit, employee has to provide the details on mail with the HOD Approval to the HR dep't during the week.
- If employee is not able to Punch-IN due to any technical issue, then it has to communicated to HR on the same day.

LEAVE APPLICATION FORM Annexure-2)

Name: **EMP Code:**.....

Department: **Designation:**.....

EMP Code:

Required From:to..... **Total No. of Days**.....

Reason of Leave:

.....

Type of Leave Applied: CL/SL/EL/LWP

Total Days Taken till Date From 1st Jan 2023:

Date:.....

Sign of Employee:.....

Approval Status:

Approved:

Not Approved:

Reporting Manager:

HOD Signature:

HR Manager:

13. HOLIDAY LIST

LIST OF HOLIDAYS FOR THE YEAR'2023		
Date	Day	Holiday
26/01/2023	Thursday	Republic Day
08/03/2023	Wednesday	Holi
09/03/2023	Thursday	Holi
15/08/2023	Tuesday	Independence Day
31/08/2023	Thursday	Rakshabandhan
07/09/2023	Thursday	Janmashtami
02/10/2023	Monday	Mahatma Gandhi Jayanti
24/10/2023	Tuesday	Dussehra (Vijaya Dashami)
12/11/2023	Sunday	Deepawali
13/11/2023	Monday	Govardhan Phooja
14/11/2023	Tuesday	Bhaiyadooj
25/12/2023	Monday	Christmas Day
OPTIONAL LEAVES		
13-Jan-23	Tuesday	Lohri
14-Jan-23	Saturday	Makar Sankranti
29-Jun-23	Thursday	Bakri Eid
29-Jul-23	Saturday	Mohrram
01-Nov-23	Wednesday	Karva Chauth
27-Nov-23	Monday	Guru Nanak Jayanti
18-Feb-23	Saturday	Mahashivratri
22-Apr-23	Saturday	*Eid-UI-Fitar
23-Oct-23	Monday	Mahanavami