

## **HESTABIT TECHNOLOGIES PRIVATE LIMITED**

### **POLICY FACT SHEET**

Policy owner	HestaBit technologies private limited
Policy approver	HR Manager
Scope	This policy applies to all employees of HestaBit.
Confidential	No, for internal use only

### **CONTENT**

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To,

The Team Members

Management of the company hereby announces a Leave Policy for all the employees of the company who are working at Hestabit. The policy intends is to provide sufficient time to each of the employees to rejuvenate him/her, to allow him quality time to spend with the family and to take care of the important home and family requirements. The detailed policy is given below for your reference and use:

#### **1. CATEGORIZATION**

For this policy, employees mean and include all the employees working at the Hestabit Company at Noida.

## **2. ENTITLEMENT OF LEAVES**

The holiday year in the company runs from 1st January to 31st December each year. If you are in the service of the company you are entitled to 10 days of Casual leave, 15 days of Medical/Sick Leave and 15 days of Earned leave besides every Sunday and Saturday being a mandatory off day (unless due to the nature of business, the employee is required to work on such day). Where due to the nature of the requirement of the business, an employee is required to work on Sunday/Saturday then he/she will be entitled to compensatory off which can be availed as per the details given under the policy.

## **3. AVAILING LEAVE**

- a) Company follows the policy of “Earn and Avail”. If your joining date is in the middle of the year, then you will be eligible for proportionate casual, Medical, and earned leave.
- b) Where in every month 1.25 days of Earned Leave, .85 days of Casual Leave, and 1.25 days of Medical Leave will be credited to each employee and the employees are supposed to accumulate and avail the leave.
- c) Any Employee joining in the first ten days of the month will get the full benefit of that month's leave and if the joining date is after 10<sup>th</sup>, the employee will be entitled to leaves from next month onwards.
- d) Employees are not eligible for leaves during their probation and the benefit of all the leaves as mentioned herein above will get accumulated to his/her credit till the time the employee gets confirmed in writing by the company. After confirmation, the employee will be entitled to all the leaves of his/her probation period and the leaves availed during the period shall be adjusted from the earned leaves to his/her credit.

#### **4. GENERAL PROCEDURE ON AVAILING LEAVE**

- a) Employees must raise a ticket on keka helpdesk indicating reasons for and duration of the leave.
- b) The Supervisor/Manager must approve all leave before the leave availed by the respective employee.
- c) The employee and/or his Supervisor/Manager are required to give prior notice to the Department Heads before taking leaves.
- d) On approval from the HR department and/or Departmental Head, the leave will be granted.
- e) Leave for 'Department Heads' are to be approved by Directors and further notified to the HR Department.
- f) Leave requests will only be considered once the employee has 3 months of continuous service (unless otherwise identified) except in the case of employees who are on probation.

- h) The employee must ensure that their leave application (except Medical leave and Casual leave) has been approved before commencing on leave. Failure to do so will result in Loss of Pay (Unpaid leave).
- i) In case of absence because of sick/medical leave and casual leave, leave application to be submitted immediately on the day of resumption of duty.
- j) The non-working weekend days get added to the total leaves if an employee takes leave in the midst of two general leaves or his leaves fall near to the week off. For example, if you take earned leave from Thursday to the following Wednesday, this is regarded as five days of sandwich leave.

## **5. CASUAL LEAVE**

- a) All confirmed employees will be entitled to 10 working days of casual leave in a year.
- b) .85 leave will accrue every month and the same shall be credited to the employee leave account at the end of the month. Complete leaves shall be counted to the nearest round figures, for eg. In case somebody has accumulated CL for 4 months and the total of his/her CL is 3.4, then the employee will be entitled to avail only 3 leaves and in case the employee has accumulated it for 2 months and the total of leaves to the credit is 1.7 then the employee can avail 2 leaves.
- c) Casual leave can be taken with approval from the respective Department Heads.
- d) Notice of casual leave application must reach HR Department/ Departmental Heads 2 days in advance, and the employee should get it approved before commencing on leave.
- e) Leaves under this head if not be availed will not be carried forward to the next year.
- f) Consecutive leaves of more than 3 days under this head shall not be allowed.

## **6. MEDICAL LEAVE (SL)**

- a) All employees will be entitled to 15 days of medical leave in a year.
- b) 1.25 leave will accrue every month and the same shall be credited to the employee leave account at the end of the month.
- c) If the employee is unable to attend his/ her duties for three continuous days or longer, he/she will be required to produce a registered Medical Practitioner's leave & fitness certificates on his/her return to duties.

- d) Medical leaves not availed during the year shall lapse at the end of the year and no carry forward of leave of this category shall be allowed.

## **7. EARNED LEAVE (EL)**

- a) All confirmed employees will be entitled to 15 days of Earned leave in a year.
- b) Unused Earned leave at the end of each financial year shall be carried forward to next year. However, any employee can't accumulate more than 30 earned leaves. Any excess accumulated shall lapse without any notice requirement from the company's side.
- c) Any non-working day/days excluding weekends (National Holidays/Festival Holidays) falling during the period of earned leave (including the prefix and suffix) will be exempted/excluded for earned leave computation.
- d) An employee who is working with the company for a continuous period of 18 months or more, can with the prior written approval of the Directors request the company to liquidate the earned leaves and if approved by the Directors (in case to case basis) can avail the benefit.
- e) Leaves shall be liquidated based on an average three months' basic salary (three months' average immediately preceding the date of liquidation).
- f) Any employee leaving the organization before the end of the calendar year shall be entitled to get unutilized earned leaves liquidated as given above.
- g) Any employee on probation can't apply for liquidation of earned leave at the time of his/her leaving the organization (whether through termination or resignation).
- h) Approval for EL should be obtained from the concerned Department Head at least 7 days in advance except in case of dire emergencies.
- i) EL cannot be availed during the notice period nor can it be adjusted against notice days.

## **8. LIST OF HOLIDAYS**

- a) In a year three national holidays on 26<sup>th</sup> January, 15<sup>th</sup> August, and 2<sup>nd</sup> October shall be available to all employees.
- b) Company will also observe 5 government holidays (which includes the holidays given in the preceding clause). The additional two leaves to be availed can be chosen from given below:

Buddha Purnima

Raksha Bandhan

Christmas Day

Dussehra (vijay dashmi)  
Diwali (deepavali)  
Good Friday  
Guru nanak's birthday  
Idu'l fitr  
Idu'l zuha  
Mahavir jayanti  
Muharram  
Prophet Mohammad's Birthday (Id-E-Milad)  
Holi  
Janamashtami (vaishnavi)  
Ram navami  
Maha Shivratri  
Ganesh Chaturthi / Vinayak Chaturthi  
Makar Sankranti  
Onam  
Pongal  
Sri Panchami / Basant Panchami  
Vaisakhi  
1st Navratra  
Chhath Pooja  
Karva Chauth

## **9. LEAVE WITHOUT PAY**

- a) Without pay leave is granted only in exceptional circumstances approved by the Department Head and only after all annual leave entitlement has been used up.
- b) Weekends and national holidays in between the leave are excluded in the calculation of the number of days of absence as LWP.

## **10. COMPENSATORY LEAVE**

- a) Due to the nature of the work, where an employee is required to work on Saturday/Sunday or any other holiday, they are eligible for compensatory leave.
- b) Any employee working on any such day as mentioned in clause a) above shall do so with the prior written approval of his departmental head and all departmental heads should get pre or post (in case of emergencies post-approval else pre-approval shall be preferred in all the cases) approval from the Director of the Company. Without approvals in place, the respective employee will not be eligible for any compensatory leave and all such approvals should reach the HR department either physically or through email by the first day of the subsequent month with regards to days worked in the previous month.
- c) An employee will be eligible for compensatory leave only if he/she had worked at least 6 hours on Saturday/Sunday or any other holiday as mentioned under clause 9 of this document.
- d) Compensatory leave for a month shall be availed by Employees within that month or a maximum of 30 days after the end of the month and not more than two compensatory leaves shall be clubbed by the Employees.
- e) Employee is required to get the confirmation from the respective heads and submit it to HR at least a day before availing of the leave.

## **11. UNPLANNED LEAVE**

- a) Employee is advised to avoid taking unplanned Leave.
- b) If the employee is taking unplanned leave due to unavoidable circumstances, they are advised to call the reporting Manager and inform him of his circumstance and his requirement.
- c) Employee who is on leave without informing his supervisor for more than 3 days should meet the respective heads and HR and give proper reason before resuming his/her work.

## **12. GENERAL GUIDELINES**

- a) All leaves shall be earned & accrued on monthly basis. For computation purposes, calendar Year cycle shall be the base.
- b) Leaves may be availed of only after it has been credited.



- c) In case an employee leaves the services of the Company during the year, a prorated deduction for any excess CL/SL taken shall be made in the employee's Full & Final Settlement.
- d) EL encashment shall be given to a confirmed employee upon his leaving the services to the extent of the leave that is accrued but not credited up to the date of separation, which shall be paid based on the method given earlier.
- e) No other leaves can be liquidated except earned leaves.
- f) Management reserves the right to give any exceptions and to change the policy as and when found expedient in the overall interest of the organization.

*Management reserves the right to change the policy at any time prospectively without any prior intimation and any exceptions in the policy can be brought in by the management solely at its discretion.*

**FOR HESTABIT TECHNOLOGIES PRIVATE LIMITED**

**HARSHVARDHAN LAKHERA**

**DIRECTOR**