
Armakuni Leave Policy

Overview

At Armakuni, we recognize the importance of work-life balance and are committed to supporting our team members with comprehensive leave policies. These policies are designed to promote well-being, productivity, and fairness across the organization.

1. Planned Leave

Definition:

Planned leave refers to time off scheduled in advance for personal reasons such as vacations, family events, or personal commitments.

Eligibility:

Available on a pro-rata basis from the date of joining.

Approval:

Must be pre-approved by the reporting manager.

Application Mode:

Leave must be applied through Keka (web or mobile app).

Units:

Can be availed in half-day increments.

Accrual:

13 planned leaves annually.

Encashment:

- 2 leaves carried forward
- Up to 6 leaves encashed at year-end based on gross salary
- The remaining balance will lapse

Guidelines:

- Maximum of 3 planned leaves per month.
- **For leave application:**
 - **0.5 day:** Apply on the same day, no working day requirement.
 - **1+ day:** Apply at least 2 calendar days in advance (must include 2 working days).
 - **3+ days:** Apply 5 calendar days in advance (must include 5 working days).

- **5 days (once per year):** Apply 30 calendar days in advance.
- Cannot apply for leave more than 90 days in advance.
- Reason/comment is mandatory for the application.
- A maximum of 5 consecutive days (excluding weekends/holidays) is allowed once per year.
- Overutilized planned leave will be adjusted in the full & final settlement upon exit.

2. Unplanned Leave

Definition:

Unplanned leave is granted for unexpected situations such as illness or emergencies.

Eligibility:

Available on a pro-rata basis from the date of joining.

Approval:

Notify the manager/HR via call, email, or Teams immediately.

Application Mode:

Apply in Keka (web or mobile).

Units:

Can be availed in half-day increments.

Accrual:

5 unplanned leaves annually.

Encashment:

Up to 5 leaves can be encashed at 1.5x gross salary at the end of the year.

Guidelines:

- A maximum of 2 unplanned leaves can be taken per month.
- Leave can be applied for backdated up to 10 days.
- Reason/comment is mandatory for the application.
- A holiday sandwiched between leave days is counted as leave if the total duration exceeds 1 calendar day.
- Holidays accompanying half-day leaves are not considered leave.
- Overutilized unplanned leave is recovered in the full & final settlement.

3. Maternity Leave

Definition:

Paid leave for expectant mothers around the time of childbirth.

Eligibility:

Female employees with a minimum of 365 days of continuous service are entitled to 26 weeks of paid leave for up to 2 confinements. This is structured as:

- 6 weeks before the expected delivery date.
- 20 weeks after the delivery.

Approval:

Must be applied for at least 3 months in advance via HR (this cannot be self-applied on Keka).

Units:

Cannot be taken as half-days.

Guidelines:

- Inform HR at least 2 months in advance.
- Leave is not applicable during the notice period.
- Miscarriage-related absences are treated as medical leave.
- Submit a letter from the doctor indicating the tentative due date.
- The employee must serve for at least 1 year post-return from maternity leave.

4. Paternity Leave

Definition:

Paid leave granted to fathers before/after childbirth.

Eligibility:

Available for male employees after 6 months of service; applicable for up to 2 confinements.

Approval:

Apply at least 15 days in advance.

Application Mode:

Via Keka.

Units:

Can be taken in half-days.

Accrual:

7 paid leaves (non-carry forwardable and non-encashable).

Guidelines:

- Past leave can be applied for, up to 10 days back.

5. Bereavement Leave

Definition:

Leave granted in the event of a death in the immediate (1st-degree) family.

Eligibility:

All team members.

Approval:

No prior approval required; inform Manager/HR via call, Teams, or email.

Application Mode:

Leave to be applied by HR only.

Units:

Can be taken in half-days.

Accrual:

5 days (non-carry forwardable and non-encashable).

Guidelines:

- Inform HR for application.

6. Wedding Leave

Definition:

Leave granted for an employee's wedding.

Eligibility:

Available after probation period.

Approval:

Inform 2 months in advance, or as soon as the date is decided.

Application Mode:

Apply via Keka.

Units:

Only full days.

Accrual:

10 leaves (one-time only; not carry-forwardable or encashable).

Guidelines:

- Apply at least 7 calendar days in advance.
- Past leave application allowed up to 10 days.

7. Unpaid Leave / Loss of Pay (LOP)

Definition:

Leave taken beyond entitled balances or unlogged attendance is considered unpaid.

Eligibility:

Available from the date of joining.

Approval:

Inform Manager/HR at least 5 days in advance.

Application Mode:

Via Keka.

Units:

Can be taken in half-days.

Accrual:

Up to 42 days annually.

8. Leave Without Notice (LWN)

Definition:

Leave taken without prior intimation. Prolonged LWN may result in absconding status.

Employee Obligation:

Notify HR within 1 day of absence via email, call, or Teams.

Absconding Status:

If absent without notice for 3 consecutive working days, the employee will be marked as absconding.

Consequences:

- Armakuni may initiate termination and legal recovery.
- No relieving or experience letter will be issued.
- Outstanding dues, assets, and notice period will be recovered.

9. Special Leave

Definition:

Extended unpaid leave (up to 6 months) due to critical medical or personal situations.

Approval:

Requires management approval.

Process:

The employee resumes duties post-leave without a rejoining process if approved.

General Leave Process

- All leaves must be applied via Keka.
- Pre-approval is mandatory, except for unplanned leave.
- Leaves may be cancelled by management in case of business exigency.
- Team members must provide adequate notice for approvals.

FAQs

1. What if my RM doesn't approve my leave before I'm off?

It may be treated as Loss of Pay (LOP). Get it approved in advance.

2. What happens if I exceed my leave balance?

A negative balance will be reset next year. For exits, overutilized leaves will be recovered in the full & final settlement.

3. Who qualifies as a 1st-degree relative for bereavement?

Parents, in-laws, spouse, and child.

4. Can I use bereavement leave for extended family?

No, only 1st-degree relatives.

5. When should I contact HR for leave?

For maternity or bereavement leaves.

6. How early should I apply for leave?

Refer to specific leave category guidelines.

7. Can I apply later for an emergency leave?

Yes, within 10 days of the leave date.

8. What is considered a half or full day?

- Full day = 6 working hours
- Half day = 4 working hours

9. Do I need to submit proof?

Yes, in specific cases:

- Wedding invite for wedding leave.
- Medical records (if requested) for sick leave.
- Doctor's letter for maternity leave.

10. Can I combine leave types?

Yes, planned leaves can be clubbed with other types.

11. Can I take all 26 weeks of maternity leave post-delivery?

No, it's 6 weeks before and 20 weeks after delivery.