

## 06 Employee Leave Policy

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Policy Owner	Chief Human Resources Officer
Function	HR & Admin
Approver	Managing Director
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### **Objective:**

To familiarise the employees with the Leave Policy and to lay down the procedure for applying for leave. The company recognises the legal and moral obligation of employees who may require absence from normal work hours/days.

The circumstance, as identified below, may require management discretion in granting or extending certain types of leave. Merit, reasonableness, travel issues, seriousness, operational requirements, and past practice may contribute to the granting of leave and the decision. Leave without pay may also be considered where the company incurs no additional cost or where there is a clear benefit to the Company.

### **Scope:**

This policy applies to all employees on the permanent rolls of **Catalyst Service Solutions Partners Pvt Ltd.**, (hereinafter referred to as “the Company” for the sake of brevity) and resources engaged on contract (FTCE) – directly with the Company or through a contractor, Trainees, Interns, and resources engaged for short term projects, and include any personnel engaged on the work sited undertaken by the company.

### **Policy Description:**

HR/Unit Lead will maintain leave records of all employees working in the Corporate Office/Regional Offices and Units. It is the responsibility of the employee to raise a leave request through HRMS or write an application and get the same approved before proceeding on leave. HR will be responsible for notifying leave credit details to employees.

- Leave approving authority of employees of the corporate office and the regional office is described in the succeeding paragraphs.
- All the employees are entitled to paid leave as per local laws applicable per annum. I.e. leave in each month to be credited proportionally in the leave account on the employee's prorate basis, which may vary based on fewer working days.
- For the purpose of leaves, the year is considered as the calendar year, i.e. **January to December.**



- The number of leaves that can be availed at one stretch will not exceed more than 14 days, irrespective of whether it is paid leave (leave in credit) or leave without pay. Any exception to this will require prior approval of Management.
- Employee will proceed on leave only when leave is sanctioned by the approving authority and notified to HR; otherwise, absence will be treated as leave without pay (LWOP). A requisition for leave will be floated by the employee to the sanctioning authority at least 48 hours before the commencement of leave.
- In case of emergency, a leave requisition can be placed by the employee by e-mail/SMS/WhatsApp to the leave sanctioning authority and get leave approved by the sanctioning authority, later by tendering a written application.
- In case of a medical emergency or sickness, unsanctioned leave availed can be sanctioned by a sanctioned authority producing an acceptable medical certificate and can join by producing a medical fitness certificate.
- **Employee can accumulate a maximum of 15 Earned Leaves** as applicable by law at any given point of his/her service tenure, and any excess utilised leaves will lapse.
- Intervening weekly off and holidays will not be counted in the duration of leave.
- All unsanctioned leaves will be treated as leave without pay (LWOP)e

## Best Practice

CATALYST encourage employees to take their timeout from work and refresh, rejuvenate, themselves and join back their work with highest level of energy and accomplish their professional aspirations in line with organizational goals.

*“The best way to apply for Leaves is to come prepared with your backup plan and list of deliverables during your absence and consent from backup resource to take-up that extra load in your absence.” A team which shares the load has great bonding.*

### General Procedure for Availing Leave:

Employees must submit to their line manager or Supervisor a **“Leave Application”** indicating reasons for and duration of the leave.

- The Reporting In-charge/Manager has discretion with reasons to approve/reject all leave before the leave takes place.
- Leave approvals should be based on operational requirements, merit, reasonableness, and past practice.
- The concerned Reporting In-charge/Manager is required to submit the approved **“Leave Application”** with the monthly muster at the HR Department every month.
- In the case of Back Office or support Staff, the Reporting In-charge/Manager will approve the leave and further notified to the HR Department.
- Leave for “Department Heads” is to be approved by the concerned superiors and further notified to the HR Department.

The employee must ensure that their leave application (except sick leave) has been approved before commencing on leave. Failure to do so will result in a Loss of Pay.



In case of absence because of sickness, a leave application is to be submitted immediately on the day of resumption of duty. If sick leave is more than 3 days, then a medical fitness certificate is to be submitted at the time of resumption of duty.

**Types of Leave:**

**1. Privilege Leave (PL)/ Earned Leave (EL):**

- Privilege leave shall be granted subject to the provisions of the local law as applicable to business units; however, all **Branch Offices and Corporate Office employees** will earn @1.75 days per month (maximum 21 days per annum) on a pro-rata basis.
- Privilege leave may be accumulated for a maximum of 15 (Fifteen) days only. Remaining leave will lapse annually if not availed during the calendar year.
- Privilege leave can either be prefixed or suffixed to a weekly off day or paid holiday. Privilege leave shall be allowed to the extent of a maximum of 3 (three occasions in a calendar year).
- An employee who desires to obtain a leave of absence shall apply in writing/HRMS to the manager or any officer appointed for the purpose by the manager. Such an application for leave shall be made at least seven days before the date on which leave is to commence, except in urgent cases or unforeseen circumstances when it is not possible to do so. The manager or any officer appointed by him in this regard shall communicate on such application within three days of the presentation of the application, and in case of an urgent nature, immediately. Where leave is refused or postponed, the fact of such refusal or postponement and the reasons therefore shall be recorded in writing.
- If an employee, after proceeding on leave, desires an extension thereof, he shall make an application for the purpose to the Manager, in writing/HRMS. A written reply conveying the grant or refusal of extension of leave shall be sent to the staff member at the address given by him.
- An employee remaining absent beyond the period of leave originally granted or subsequently extended shall be liable to lose his lien on his appointment unless he returns within **eight days** of the expiry of the sanctioned leave and explains to the satisfaction of the authority granting leave his inability to resume his/her duty immediately on the expiry of his leave. An opportunity for a hearing shall be given to him/her before taking action under the clause.

**2. Casual Leave (CL):**

- Casual Leave (CL) shall be granted subject to the provisions of the local law as applicable to business units; however, all **Branch Offices and Corporate Office employees** will earn **@6 (Six) days per annum** on a pro-rata basis.
- Casual Leave may not be accumulated. Unavailed leaves will lapse at the end of the calendar year if not availed during the calendar year.



- All employees shall continue to be granted casual leave with wages during a calendar year, subject to limits prescribed by law. Casual leave shall not be allowed to be prefixed or suffixed with any other kind of leave.
- Casual leave shall be non-cumulative, and no leave of any kind may be combined with casual leave.
- Casual leave is intended to meet emergencies, or special or unforeseen circumstances beyond the control of an employee.
- Holidays declared by the Company and weekly holidays may be prefixed or suffixed to casual leave.
- Ordinarily, the previous permission of the Reporting In-charge/Manager or the head of the department shall, as soon as may be practicable, be obtained in writing or orally by themselves or through any other person's absence from work and the probable duration of such absence.
- After resuming the work, the application in writing has to be submitted for leave granted verbally.

**3. Sick Leave (SL):**

- Sick Leave (SL) shall be granted subject to the provisions of the local law as applicable to business units; however, all **Branch Offices and Corporate Office employees** will earn **@6 (Six) days per annum** on a pro-rata basis.
- Sick Leave may not be accumulated. Unavailed leaves will lapse at the end of the calendar year if not availed during the calendar year.
- All employees shall continue to be granted sick leave with wages during a calendar year on production of medical certificates from a registered medical practitioner
- Not less than 3 (three) days of sick leave may be availed of at a time, without a medical certificate.
- For any reason, the Management may at any time require a staff member to subject himself to a medical examination before a registered medical practitioner appointed by the Company or the government for the purpose. The opinion of such medical practitioner shall be binding upon the parties.
- Application for sick leave shall be made at the earliest opportunity and in any case not later than three days after the commencement of the sick leave.
- Sick leave will not be eligible for accumulation.

**3. Paid Holidays (PH):**

- Paid Holidays (PH) shall be granted subject to the provisions of the local law and or as declared by the client as a part of the legacy, such holidays apply to business units; however, all **Branch Offices and Corporate Office employees** shall continue to be granted paid holidays as declared by the management from time to time subject to a maximum of **Twelve (12) days** in a calendar year. An employee needs to inform their superior with a



valid reason to work on a paid holiday, and may work on the paid holiday post approval from their superior.

- The Management may require an employee/s to report for duty on a paid holiday. In the event, a staff member shall be granted compensatory leave on any other day as may be decided by the management. The same must be availed within **Sixty (60) days** of the event. Compensatory offs cannot be accumulated nor availed together/any other leave.
- **Long working hours or working on a Weekly Off:** Due to the exigency of work, it is expected that management cadre employees perform their duties with long working hours or on a weekly off. In such cases, no compensatory off is provided to the employee.

**4. Leave without Pay (LWOP):**

- 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
- Weekends and National holidays in between the leave are included in the calculation of the number of days of absence as Leave Without Pay (LWOP).

**5. Compensatory Leave/Off:**

- An employee will be eligible for compensatory leave only if he/she has worked at least 08 (eight) hours on the Paid Holiday.
- Compensatory leave will be provided at the discretion of the respective Department Heads.
- Employee is required to get the confirmation from the respective heads and submit it to HR the day before working.
- The compensatory leave must be taken within **Sixty (60) days** from the event, failing which it will be deemed as lapsed.

**6. Unplanned Leave:**

- All employees are expected to demonstrate professionalism and abstain from taking unplanned leaves. Any unplanned leaves taken by employees impact the department's deliverables and, in some instances, may also impact customer relations.
- If an employee is taking unplanned leave due to unavoidable circumstances, they are advised to call the reporting Manager and inform them of his/her inability at the earliest.
- An 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 and apologies before presuming his/her work.
- Serious disciplinary action will be initiated against 2 instances of Uninformed leaves.

**7. Maternity, Paternity Leave:**

The Management believes that the personal obligations of employees who become parents should be respected. To that end, the company provided financial assistance to employees and adequate time off to allow them to balance their personal and professional lives



With these principles in mind, the Management grants leave to eligible employees for the birth and care of a newborn child as per the **Maternity Benefit Act 1961** and provisions of **The Maternity Benefit (Amendment) Act, 2017** and Rules made thereunder.

**Maternity Leave:**

- The female employee has worked in the **Catalyst Service Solutions Partners Pvt. Ltd. ("CATALYST")** for a period not less than **80 (Eighty) days** in **12 (Twelve) months** immediately preceding the date of her expected delivery.
- Female employees shall be entitled to Maternity leave of a maximum of **26 (Twenty Six) weeks**. Under the Maternity Benefit Amendment Act, this benefit could be availed by women for a period extending up to a maximum of 8 weeks before the expected delivery date, and the remaining time can be availed post childbirth.
- Maternity leave of **12 (Twelve) weeks** to be available to mothers adopting a child below the age of three months from the date of adoption, as well as to the "commissioning mothers". The commissioning mother has been defined as a biological mother who uses her egg to create an embryo planted in any other woman.
- In case of **miscarriage** or medical termination of pregnancy, the employee is entitled to **06 (Six) weeks** of paid maternity leave. Employees are also entitled to one additional month of paid leave in case of complications arising due to pregnancy, delivery, premature birth, miscarriage, medical termination, or in case of a tubectomy operation of two weeks.
- Employee is requested to apply at least one month before taking the maternity leave with a supporting certificate from a registered medical practitioner indicating the expected delivery date.
- Employee is requested to submit the medical certificate and the necessary documents upon joining.
- The management encourages respective female employees to get in touch with their location HR representative to get all the information about their rights as an employee during Maternity leave.

**Paternity Leave:**

- For the biological father taking Paternity Leave, up to **05 (Five) days** of leave are provided to provide care for his newborn child and to support his spouse.
- This leave is requested to be availed within **03 (Three) months** of the baby's birth and can be availed in splits.

***The Management, may its discretion, may review this policy periodically and make modifications as necessary from time to time.***

***Special leaves based on seniority***

- 1. If you are Level 11 to 15 you get extra 15 days leaves per year.***
- 2. If you are level 6-to 10 you get extra 10 leaves per year***
- 3. If you are level 1-to 5 you get extra 5 leaves per year***
- 4.***

