

EI Policies and Procedures

1. Leave Policy

- You will be entitled to **7 Sick Leave (SL), 7 Casual Leave (CL), 21 Privilege Leave (PL) and 1 Restricted Leave** in a year.
- You are eligible for Privilege Leave (PL) of 21 days per year - this is calculated pro-rata starting from April every year or date of joining of the employee.
- In order to encourage employees to take vacations, a maximum of 9 PLs may be carried forward every year.
- An employee has to get leave approval minimum 7 days before the leave date. Otherwise his/her leave will be considered as LWP.
- When any employee used CL & SL more than the limit, the excess leave will be set off against his/her PL.
- You are also entitled to **11 Emergency Leaves** in case of severe illness. A medical certificate needs to be shared with SBU Head when applying for this. You will be entitled to 7 Sick Leave (SL), 7 Casual Leave (CL) and 21 Privilege Leave (PL) in a year.
- **No encashment of PLs will be done. Encashment can happen only when an employee leaves the organisation with a limit of upto 45 days.**
- Leaves will normally not be granted during notice period. Internally if a person is not working on something critical, we will consider adjusting the notice period against the pending leaves. But this is at the manager's discretion, not the employees.
- If a new employee takes PL in the 1st month of joining, his/her PL days considered as LWP (leave without pay). SL & CL will be paid on special circumstances or approved by the management.
- If an employee enters sick leave for certain days, and the number of days is greater than the remaining balance of SL, it would get adjusted, if possible, against additional sick leave (ASL) on production on a valid medical certificate.

Any leave should be taken atleast a week before. For taking long leaves/vacations, the employee should inform the SBU Head as soon as it is planned verbally, on email as well as apply on the system to ensure systematic planning of work/leaves. Any long leaves/vacations should be applied for atleast a month in advance.

2. Clubbing rule:

The rule basically is that if you club leaves with the holidays, the holidays would be treated as leaves too. The rule applies for CL, PL, LWP and Compensatory Leave **except Sick Leave.** Every time an employee applies for leave, he/she will be able to see number of days being counted.

The system will now *not* accept split leaves in cases of clubbing. It will prompt you to apply for clubbed leaves-

- Alert would be -- "You seem to be applying for a clubbed leave. System does not take in split leaves. Please apply only for the clubbed group"

Clubbing rule will ONLY apply for a case where the number of leaves taken at a time is greater than or equal to 7 (7 includes holidays too).

For your reference, some examples of how leaves will be counted while clubbing:

Case 1: This will be 8 leaves.

2nd Sat (H) - Sun (H) - Mon (PL) - Tue (PL) - Wed (PL) - Thu (PL) - Fri (PL) - Sat (PL) - Sun (H)

Case 2: This will be 5 leaves

2nd Sat (H) - Sun (H) - Mon (P) - Tue (PL) - Wed (PL) - Thu (PL) - Fri (PL) - Sat (PL) - Sun (H)

Case 3: This will be 9 leaves

Friday (PL) - 2nd Sat (H) - Sun (H) - Mon (PL) - Tue (PL) - Wed (PL) - Thu (PL) - Fri (PL) - Sat (PL) - Sun (H)

Case 4: This will be 11 leaves.

Friday (PL) - 2nd Sat (H) - Sun (H) - Mon (PL) - Tue (PL) - Wed (PL) - Thu (PL) - Fri (PL) - Sat (PL) - Sun (H) - Mon (PL)

Case 5: This will be 2 leaves.

Thursday (PL) - Friday (PL) - 2nd Sat (H) - Sun (H)

Case 6: NEW IMPACT - This will be 2 leaves.

Saturday (CL) - Sunday (H) - Monday (PL)

Case 7: NEW IMPACT - This will be 2 leaves.

Friday (H) - Sat (H) - Sun (H) - Monday (PL) - Tuesday (PL) - Wed (H)

3. Casual/Privilege Leave

Maximum 2 leaves can be taken under the Casual Leave option. If you need to take leaves more than 2 days, privilege leave will be applicable.

4. Compensatory Leave

An employee can avail a holiday on any working day as a compensatory off subject to following conditions:

1. The compensatory off has to be approved by the SBU Head.
2. The employee must have worked for not less than 6 hours on the given holiday (the SBU Head should be aware of this).
3. The compensatory off has to be availed within a period of 3 months from the date of working on a holiday.

5. Restricted Leave

An employee can avail **1 Restricted Leave (RL) in a year**, in ANY ONE of the following instances:

1. A religious festival and no official holiday (say Parsi new year).
2. Your birthday.
3. Your marriage (day of your marriage is RL, any additional leaves to be booked against PL))

6. Maternity & Paternity Leave

1. **Maternity Leave (ML)** will be available to all female employees for the purpose of confinement and recuperation thereafter, provided they have completed 1 full year of service.
2. Female employees must notify in writing and produce a Medical Certificate confirming the pregnancy and detailing the expected date of birth and the date on which ML is to commence.
3. Female employees are entitled to take ML of up to six weeks immediately preceding the birth and six weeks immediately after the actual date of birth. However, the employee also has the option of taking the full 12 weeks after delivery but it will not exceed 12 weeks.
4. In case of miscarriage or medical termination of pregnancy, the employee on production of medical certificate will be entitled to leave with wages for a period of up to six weeks immediately following the day of her miscarriage or medical termination of pregnancy.
5. One month of leave and benefits is available for women who are ill due to pregnancy, delivery, premature birth, miscarriage, termination of pregnancy and tubectomy if medical evidence is provided. This is in addition to the normal 12 weeks maternity leave and allowance.
6. Payment of salary during ML is at full pay. However, Paid leave will be granted only if the employee has no more than one child already born to her at the time of producing the medical certificate confirming her pregnancy.
7. Any Sunday or public holiday that falls during ML is counted as part of the Maternity Leave and will not give rise to any additional leave or payments.
8. **Paternity leave (PtL)** of 10 days is available to every employee who becomes a father for the first or Second time. No paternity leave is available in case of MTPs or miscarriage. Paternity Leave can be taken min 1 day at a time.
9. **Clubbing rule will be applied during maternity/paternity leaves.**