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LEAVE POLICY

A leave policy helps an organization define a particular number of leaves for each employee in a year. It contains the number of leaves, the type of leaves, and the eligibility criteria for employees.

A leave policy is also a document that lays down the rules and regulations related to various types of holidays & leaves an employee can avail of. A leave policy sets out the various types of leaves for different situations like vacation, sickness, maternity, etc.

PURPOSE & NEED OF A LEAVE:

Leave is essential to promote good physical and mental health in the workplace and improve people's work-life balance. Happier, recharged people are less likely to be sick or take unexpected time off work.

Birth, death, sickness, a loved one needing care: all of these circumstances require an employee to take time out from work. Leaves are also essential for employees to attend to personal matters, such as banking transactions, family events, etc. We need to have a process of managing time-off requests - such as sick leave, vacation, emergencies, and parental leave - through a set of policies, guidelines, and rules specific to the business.

TYPES OF LEAVES/HOLIDAYS & WHEN/WHO CAN AVAIL THIS:

Floating leaves are an additional benefit provided by the employer, separate from paid time off. These leaves allow employees to take leave for religious celebrations, emergencies, or illness. Employees are entitled to **5 floating leaves per year**, which can be used at any time and are not allocated monthly. Employees must provide at least one week's prior notice to their reporting manager and HR and obtain approval, except in cases of emergencies or sickness.

Flexible Leaves/Time Off/Shortbreaks:*(Neointeraction standard working hours 9:30-6.30pm)*

Flexible time off means that instead of strictly limiting employees' time and other types of leave, the employer gives the employees greater freedom around their working schedule, and judges based on results, rather than attendance. Any leave policy that provides employees with flexibility and freedom in how they take time off from work can be considered flexible time off.

- Flexible time is an arrangement when the need arises, where employees work a full day, but they can vary their working hours.

For example, the employee may choose to start between 7:30 and 9:30 AM and finish between 3:30 and 5:30 PM. Sharing mail communication/Information to HR and managers/project stakeholders should be practiced & informed at least a day in advance & ASAP in case of an emergency. Short breaks/absences from work, such as arriving late, leaving early, or taking a



break for 2-3 hours due to an emergency, must be communicated to the reporting manager ASAP by official mail, phone, or other feasible communication channels so that the client deliverables are not impacted.

APPLICABILITY OF THE COVERAGE:

This policy applies to all Permanent/Full-time employees of Neointeraction Design. (**This leave policy applies to all employees working for specific clients & the holiday list may vary depending on the client's holidays.**)

Category	Count	Summary	Applicable to	Not applicable to
Holidays	10	Holidays can be taken as per the holiday list available in the internal portal.	Internal full-time employees, Interns & employees on probation.	Employees following the client's holiday policy
Floating leaves	5	Floating leaves allow you to take leave for specific festivals, Emergencies, & Sickness.	Internal full-time employees.	Employees following the client's holiday policy - Interns & employees on probation
Leaves	18	12 days planned leaves + 6 sick leaves	All full-time employees, along with employees working with clients	Interns & employees on probation(One leave per month)

LEAVE YEAR:

- The Leave year applies from 1st Jan 2025 to 31st Dec 2025.
- This is used for any accounting purpose related to leave.
- **For any employee who is joining the organization in the interim period, the leaves would be entitled on a pro-rata basis.**
- **Leaves can be accumulated and carried forward & will lapse by the end of the year. No leaves will be carried forward from one year to another.**
- **There is no provision for the encashment of unused leaves**
- **Half-day leave is considered as ≤4 hours of absence from work on any working day.**
- **You are entitled to 18 leaves** (12 days of planned leaves and 6 sick leaves in a year)
- **In case an employee takes more than the eligible limit, leaves will be counted as LOP (Loss of Pay) - (1.5 days eligibility per month)**
- **If leave is taken during the notice period, then it would be either the notice period extension or, under unforeseen circumstances, it can be considered as LOP**

HOW TO REQUEST A LEAVE & ITS APPROVAL:

Requesting Leave:

- **Every leave (irrespective of the number of days taken) must be applied through the designated leave application system, and absences must be communicated/approved by the respective (internal/client) reporting manager/project stakeholders by official mail/Phone/other feasible communication channels so that the client deliverables are not impacted.**
- Employees must apply for planned leave at least a week in advance, unless for sick/emergency leave.
- In case of sickness or emergency, the employee needs to inform the team lead/line manager/HR regarding the situation through phone or message on the same day, mandatorily before 9:30 AM local time, and submit the leave application upon returning to duty.

Approval of Leave:

- The concerned reporting manager will check for the feasibility & approve the leave.
- In case of sickness or emergency, the employee must take Leave approval in the mail soon after reporting back.
- The team may take leave for emergency reasons even if they have no accrued leave, provided they inform or obtain approval from their Reporting Manager via email or phone. However, these days will be marked as 'Loss of Pay' unless otherwise decided by the management.
- Not more than two weeks of leave may be taken at any one time, approval is at the company's discretion.

Loss Of Pay (LOP)/ Leave without Pay (LWP):

- LOP can be applied by an Employee when there are no accrued Leaves. **Absence from work for 8 hours (full day) or 4 hours (half day) on a scheduled working day may result in a Loss of Pay (LOP).**
- Leave without pay(LOP) should be understood as "absence" and should be treated differently from "unauthorized absence" from work. Uninformed/unauthorized absence is a disciplinary issue & may trigger disciplinary action /proceedings(Abscond_Note) against the employee.
- Managers can/may exercise/be judgemental on LOP/LWP. Any request as such should be granted only after the consultation/discussion with the HR Team.
- LOP/LWP request for more than 15 days (planned or unplanned)to be additionally reviewed and approved jointly by the manager & the HR team.

APPLICABLE LEAVE TERMS:

Employee Leave Terms:

- **Employees on probation or internships are eligible to take only one leave per month (no accumulation month on month) until they convert to full-time status; any leaves taken-beyond that would be considered LOP.**
- Any extension of leave needed must be communicated in writing/email at the time of seeking it & is subject to approval.
- Employees availing leave must ensure proper handing over of the tasks that may need to be completed or followed up with the respective teams.
- If an employee is on a long leave, then emergency contacts should be made available.
- In case the employee is recalled to join back the duty in case of emergencies before the employee has completely utilized it, the leftover/unutilized leave will be credited back to the employee's leave Balance.
- For a new/existing Employee, advance leaves can be granted in case of emergencies like Death/marriage/hospitalization if the manager approves & it would be adjusted against the leave credits during the year. But in case of an exit, any advance leaves will be recovered as per the existing employee's full and final Settlement of accounts. Neointeraction Design holds all authority to make the decision. An existing advance leave, if taken, needs to be completed to avail of the next advance leave.
- Any new Employee joining after the 15th of the month will not be credited with any leave for the joining month.

OTHER TYPES OF LEAVES:

Maternity Leave:

- In accordance with the Maternity Benefit Act of 1961, all female employees are entitled to **6 months** of paid maternity leave for the first two children. For the third child, employees are entitled to **3 months (or 12 weeks)** of paid maternity leave.
- Under the Maternity Benefit Act, a woman must have worked with her employer for at least **80 days** in the 12 months preceding the expected date of delivery to be eligible for maternity leave.
- The employee must specify the date from which she will be absent from work, which cannot be earlier than six to eight weeks before her expected delivery date. In case of complications or the need for an extended leave, the manager must be notified, and a decision will be made in consultation with HR.
- Any week-offs or holidays that fall during the maternity leave period will be considered part of the maternity leave entitlement.
- Employees on maternity leave are not permitted to work for any other establishment during the period they are receiving maternity benefits. If an employee engages in work for another establishment while on maternity leave, she will forfeit her right to maternity benefits for that period, and her employment may be terminated.



Adoption Leave:

- A female employee who legally adopts a child under the age of three months, or is a commissioning mother, is entitled to **12 weeks** of maternity benefits with full salary. This leave will begin from the date the child is handed over to the adopting or commissioning mother, as applicable. The employee must provide proof of custody through adoption or surrogacy to both HR and management.

Leave for miscarriage:

- In the event of a miscarriage, a woman is entitled to six weeks of paid leave immediately following the day of the miscarriage, upon submission of medical proof as prescribed by a qualified practitioner.

Paternity Leave:

- Employees with fewer than two surviving children are entitled to 5 days of paternity leave. This leave can be taken during the confinement of his wife for childbirth or within six months from the child's birth, with at least 1 week's notice. This leave is also applicable for child adoption. If paternity leave is not used within the specified time frame, it will be considered lapsed and cannot be encashed.

Marriage Leave:

- Employees are entitled to 5 working days of marriage leave. The HR department may request an invitation card or other valid documentation to approve the leave.

(Pls Note: Amendments to the Neointeraction Design's leave policy would be made on a need basis & case-by-case requirements)

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