

Company's Leave Policy

1. Objectives

The major goal of the Leave policy is to guarantee that employees have a reasonable and consistent amount of relaxation and enjoyment away from work. For personal emergencies, certain sorts of leaves are introduced. This policy serves as a guideline for all employees, outlining the several types of leaves available, as well as the requirements and procedures for taking them.

2. Scope and Eligibility

This Leave Policy is applicable to all the full-time employees working in [Organization Name].

3. Definition/Glossary

This part describes the terms and abbreviations used in the leave policy.

AL/PL - Annual/Privilege Leave

CL - Casual Leave

SL - Sick Leave

ML - Maternity Leave

PTL - Paternity Leave

4. Policy/Process

4.1 Owner and Administration

HR is in charge of the leave policy, thus it will be properly implemented. HR will make the final decision on the rules and procedures, which may vary from time to time depending on numerous socioeconomic circumstances or as mandated by law.

4.2 Eligibility

The leave policy applies to all regular and verified employees of the company. Only _____ leaves will be available to employees on probation or employed as trainees. Each year's leave year runs from January 1 to December 31 and is only accessible at the end of each year of service. Leaves will be deposited to each employee's leave account in advance at the start of the year (or from the date of confirmation), and employees will be able to use them throughout the year. Employees who join during

the year are eligible for prorated leave beginning on the date of employment confirmation.

Any weekly offs, designated holidays, or national holidays that occur in the middle of a period of leave taken by an employee are/ re not counted as leave days.

4.3 Prefix/Suffix

Leaves taken at the start of a work week immediately following a weekly off or at the end of a work week immediately before a weekly off shall be regarded as leave days, including the weekly off days.

4.4 Other Conditions

Employees are responsible for ensuring that their respective managers take proper action on leave applications before going on leave. Leaves taken in an emergency and only under unavoidable circumstances must be entered into the system as quickly as possible, or else pay will be lost.

Leaves taken in excess of eligibility will result in pay loss if an employee leaves the company or becomes ineligible for leaves for any reason (LOP). Employees are (or not) permitted to continually blend two types of leaves.

Extended SL / ML / PTL must be accompanied by a doctor's certificate and forwarded to HR with the Manager's agreement for action.

4.5 Types of Leaves

4.5.1 Annual or Privilege Leave

Per completed year of service, all confirmed employees are eligible for [number of days] AL / PL. Employees, on the other hand, can take leave throughout the year as it is credited to their accounts.

Any unclaimed AL/PL throughout the year will be carried forward to the following year, up to a maximum of [number of days] days, and counted toward the quota for the following year. Any extra un-availed days will be considered expired. AL/PL can be accrued up to a maximum of [number of days] days each year. In lieu of any lapsed AL/PL, the employee shall receive no extra monetary or non-monetary compensation.

Only when a contract is terminated for any official cause and the employee has unused AL/PL leave is leave encashment permitted. Encashment is calculated using the employee's monthly basic wage, divided by 30 days of the month, and multiplied by the number of days of unused leave.

Leaves are granted at the Manager's or HR's discretion, depending on the situation, and are based on the ground realities of any critical assignments or client commitments that cannot be compromised.

Procedure to Apply for AL/PL - Employees must plan their yearly vacation at least _____ weeks/months in advance and notify their managers in order to be eligible for AL/PL. AL/PL should be applied suitably using [ESS portal / Official mail] following the discussion and agreement.

4.5.2 Casual Leave

All confirmed employees are entitled to a total of [number of days] days of CL every year.

Procedure to Apply for CL - Employees are encouraged to plan their CL as early as feasible and to notify their respective managers. CL should be applied suitably using _____ [ESS portal / Official mail] after discussion and agreement.

4.5.3 Sick Leave

Every employee is entitled to a total of [number of days] of SL per year. SL can only be used for a maximum of [number of days] days at a time. If the SL is used for more than the specified number of days, it must be accompanied by a signed doctor's certificate.

Process to Apply for Sick Leave - Employees are encouraged to inform their managers of their illness as soon as possible so that they can plan for the continuation of their current tasks. SL must be regularized by the employee as soon as possible by [ESS portal / Official mail], or the employee will lose income.

4.5.4 Maternity Leave

According to the Maternity Benefits Act, as revised in March 2017, female employees who have worked consistently for a period of [number of days (80 days is minimum according to the law)] with the company in the previous twelve months immediately preceding the date of scheduled birth are eligible for maternity leave.

Employees who are eligible can take paid maternity leave for a total of [number of weeks] weeks, including [number of weeks] weeks for the pre-natal period.

It is possible to take a [number of weeks] weeks maternity leave if you are adopting a child under the age of three months or if you are a commissioning mother.

Any maternal conditions other than usual prenatal / postnatal circumstances should be documented by a doctor's certificate and reviewed with the HR / Manager in order to sanction an appropriate amount of days off, as allowed by law.

Procedure for obtaining ML: Employees must inform their managers about their ML in order for them to create alternate preparations for task continuity. The employee must use [ESS portal / Official mail] to implement ML. Any approved ML extension must be updated by the Manager on behalf of the employee if the employee does not have access to the [ESS portal / Official mail] to avoid any pay loss.

4.5.5 Paternity Leave

Male employees are eligible for PTL from the day of their child's birth for a [number of days - maximum of 15 days as per legislation, extendable up to 3 months under the medical condition of a spouse or child].

Employees must keep their managers informed of their leave plans so that alternate plans can be made to ensure that the tasks at hand are not disrupted. The employee must apply for PTL through the [ESS site / Official mail]. To avoid any loss of pay, any approved extension of PTL must be updated by the Manager on behalf of the employee if the employee does not have access to the [ESS portal / Official mail].

5. Special Circumstances and Exceptions

- MLs are applicable only for female employees.
- PTLs are applicable only for male employees.
- HR must approve any deviation from this policy. Legal and Compliance must authorize any changes to the policy.

6. Non-Compliance and Consequences

Noncompliance or repeated discrepancies in adherence to this policy will result in disciplinary action by HR and the Manager, if necessary.