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# LEAVE POLICY-2016

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## PURPOSE OF LEAVE:

To enable the employees to have time off from work for reasons of relaxation, illness, maternity and other personal reasons.

## OFFICE TIMINGS & DRESS CODE

- ❑ Think & Learn has a 6-day working week policy
- ❑ Office timings are 9 am to 6 pm/10am to 7pm/11am to 8pm including a 1 hour lunch break.
- ❑ If an employee is travelling on duty, a mail should be sent to [hr@thinkandlearn.in](mailto:hr@thinkandlearn.in) with the reporting manager/Head of Department in CC, prior to or latest on the day of travel by 10 am

## LEAVE YEAR AND APPLICABILITY:

- ❑ Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- ❑ Leave year is from 1<sup>st</sup> January to 31<sup>st</sup> December.  
**This Leave Policy is effective from 1<sup>st</sup> January 2016 .**
- ❑ Eligible leave is credited to the employees on the 1<sup>st</sup> of January every year.



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- ❑ The different types of leaves given under the policy are:

**Casual Leave (CL)**

**Sick Leave (SL)**

**Earned Leave (EL)**

**Maternity Leave (ML)**

**Extended Maternity Leave (ML)**

**Maternity Leave (ML-ESI)**

**Paternity Leave (PL)**

**Compensatory Off**

**Loss of Pay (LOP)**

- ❑ **The Leave policy is applicable to all permanent staff of the company.**
- ❑ Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rate basis.
- ❑ **Employees whose date of joining service falls between 1<sup>st</sup> to the 15<sup>th</sup> of a month are entitled to get the leave credit for that month.**
- ❑ **Employees whose date of joining service falls between 16<sup>th</sup> to the end of the month are not entitled for the leave credit for that month.**
- ❑ If an employee is relieved on any day between 1<sup>st</sup> to 15<sup>th</sup> of a month, then he / she is not entitled for leaves due for that month.
- ❑ If an employee happens to leave on any day between 16<sup>th</sup> to the end of the month then he / she is entitled for leaves due for that month.
- ❑ All leave applications should be approved by your reporting manager.

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# CASUAL LEAVE

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## **ELIGIBILITY:**

All permanent staff

Casual leave is credited on a monthly basis.

## **ENTITLEMENT:**

- ❑ Up to 10 days of Casual Leave in a calendar year. The Date of Joining will be taken into consideration for computation of Casual Leave. From January-August, 1 casual leave will be credited monthly and from September-December 0.5 days of casual leave will be credited.
- ❑ A minimum of half CL can be availed & a maximum of 3 days in a row can be taken.
- ❑ If CL extends beyond 3 days, then the excess days taken will be treated under LOP.
- ❑ National / Festival / Declared / weekly off days can be prefixed and/or suffixed to CL.
- ❑ Intervening National / Festival / Declared holidays will NOT be counted as part of the leave.
- ❑ Unused CL will lapse on 31<sup>st</sup> December.
- ❑ Casual leave should be applied prior to the leave date.
- ❑ When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the reporting manager/department head on the same day through phone.

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# Sick Leave

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## ELIGIBILITY

All permanent staff

## ENTITLEMENT:

- ❑ 6 days of Sick Leave in a calendar year. The Date of Joining will be taken into consideration for computation of Sick Leave. Every month 0.5days of sick leave will be credited.
- ❑ A minimum of half SL can be availed & a maximum of whatever is required or whatever is available, whichever is lesser.
- ❑ If SL extends beyond 3 days, it has to be accompanied with a Doctor's certificate. In case adequate number of SL is not available with an employee, he can club EL with it. If EL is also not available, then it will be treated as LOP. Please note that CL cannot be clubbed with SL.
- ❑ Intervening National / Festival / Declared holidays will NOT be counted as part of the leave.
- ❑ Unused SL as on 31<sup>st</sup> December will lapse.
- ❑ Inability to attend office because of any sickness should be notified to the Manager/Department head on the same day through phone.
- ❑ Approved leave application should reach the HR department ([hr@thinkandlearn.in](mailto:hr@thinkandlearn.in)) within 1 working day of rejoining.

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# EARNED LEAVE (EL)

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## ELIGIBILITY

- ❑ All permanent staff.
- ❑ EL is calculated for the days worked during the previous calendar year with effect from 1<sup>st</sup> January 2016.

## ENTITLEMENT

- ❑ 15 Earned Leaves per Calendar Year
- ❑ ELs will be credited to permanent staff on a quarterly basis **after completion of 1 year of service in the company.**
- ❑ **Leave crediting is as follows : 01<sup>st</sup> quarter-4, 02<sup>nd</sup> quarter-4, 03<sup>rd</sup> quarter-4, 04<sup>th</sup> quarter-3.**
- ❑ The days served under probation will be taken into account for EL eligibility.
- ❑ EL can be availed only on prior approval.
- ❑ National / declared / festival / weekly off days can be prefixed and / or suffixed to EL.
- ❑ Intervening National / declared / festival / weekly off days will **NOT BE** counted as part of the leave.
- ❑ Half day of EL cannot be taken.
- ❑ Unused EL as on 31<sup>st</sup> December will be carried forward.
- ❑ EL can be accumulated for a maximum of 60 days.
- ❑ EL balance can be encashed at the rate of last basic pay during final settlement in case of resignation / retirement / termination.
- ❑ Employees who has completed 4 years in the company can encash EL at any point of time.

- ❑ At the time of resignation / retirement / termination the balance EL will be encashed at the basic pay rate as on the day of resignation / retirement.
- ❑ Any absence of more than the number of EL sanctioned will be treated as leave without pay, unless valid reason is given to the management.

## MATERNITY LEAVE (ML)

### ELIGIBILITY:

The Maternity leave benefits would be governed by the provisions of the Maternity Benefit Act, 1961. A woman employee has to be on the rolls of Think & Learn for a period of not less than 80 days in the twelve months immediately preceding the date of her expected delivery.

### ENTITLEMENT:

- ❑ 90 days of paid Maternity Leave is allowed to female employees who have to deliver a child

Leave Type	Leave Duration	Provision	Nature of leave
Maternity leave	90 days	Normal eligibility	Paid
Extended Maternity Leave	Leave period not exceeding one month (30 calendar days)	Applicable in case of an illness arising out of pregnancy, and this leave would be approved based on production of the Medical Certificate to that effect from a certified medical practitioner. This may be availed before or after the date of delivery.	Paid
Maternity Leave (LOP)**	Leave period not exceeding 8 months (240 calendar days)	Applicable where medically warranted, and this leave would be approved based on production of the Medical Certificate to that effect from a certified medical practitioner. This may be availed before or after the date of delivery.	Unpaid

\*\* The employee may, in addition to her paid maternity leaves, utilize all available sick leaves, casual leave and earned leave balances before opting to extend the Maternity Leave on Loss of Pay.



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Intervening National / declared / festival / weekly off days will be counted as part of leave.

## Compensatory Off

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- ❑ Compensatory Off can be availed when an employee works on a holiday due to project exigencies. Holidays so worked should be recorded and approved by the Reporting Manager.
- ❑ The compensatory off has to be availed of within (and including) 30 calendar days of the day on which the employee has worked, and against which s/he avails of the benefit. Compensatory Off not availed within the stipulated time shall lapse.
- ❑ Compensatory Off availed cannot exceed 4 days at any time. Compensatory Off cannot be used in conjunction with Restricted Holidays/Earned Leaves/Sick Leaves.

## LOSS OF PAY (LOP)

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- ❑ LOP can be applied by an employee when no other leave is available.
- ❑ **During the period of LOP, the employee is not entitled for any pay or allowance.**
- ❑ A maximum of 3 months of LOP can be availed on the approval of the management. (Exceptional cases like ML/SL, etc.)
- ❑ **If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the company on his own accord.**
- ❑ LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.
- ❑ **LOP days will not be taken for EL eligibility.**

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# PATERNITY LEAVE (PL)

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## ELIGIBILITY:

- ❑ All permanent staff

## ENTITLEMENT:

- ❑ 7 Calendar days subject to maximum of 2 live children. Intervening holidays/Weekly offs/National holidays shall be included in the leave.
- ❑ No EL, CL or SL can be added/clubbed to the PL
- ❑ The leave can be taken within 3 months of birth of the child
- ❑ Prior application and approval is required to avail PL
- ❑ The leaves need to be taken at a stretch and cannot be divided.
- ❑ PL cannot be encashed during service or on relieving

## CANCELLATION OF LEAVE

- ❑ The department head can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

## EXTENSION OF LEAVE

- ❑ As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstay, the unsanctioned leave availed will be treated as absence from duty.

## ABSENCE FROM DUTY

- ❑ When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.





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- ❑ **The days of absence will be treated under Loss of Pay.**
  - ❑ The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again.
  - ❑ If an employee is absent from duty continuously for more than 7 days (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the HR department will be sent to him asking to report to duty and to provide explanation for his absence.
  - ❑ Based on the enquiry any action deemed fit will/would be taken by the management.
  - ❑ If there were no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the company on his own accord and recorded accordingly.

The Company may, notwithstanding the eligibility and terms mentioned above, at its discretion amend, modify or withdraw this policy. Any deviation from the provisions made in the clauses mentioned in the policy will require the prior approval of the Head of HR. Associates should contact HR in case of any clarifications.

**Summary Key notes:**

- ❑ *All leaves except Sick leave should be applied prior to the leave date and it should be approved also. If you have not applied or the leave is not approved, it will be considered under LOP.*
- ❑ *Sick leaves and Casual leaves are credited on a monthly basis.*
- ❑ *PL & Compensatory Off cannot be clubbed with EL, CL and SL*
- ❑ *ML can be clubbed with EL, CL and SL*
- ❑ *Intervening weekly holidays and national holidays will not be counted as leave for CL,SL and EL*
- ❑ *Intervening weekly holidays and national holidays will be counted for ML and PL*
- ❑ *Compensatory Off cannot be clubbed with any leaves*

***Very importantly, all the leaves should be applied in the employee portal and get it approved from your Reporting Manager prior to your leaves. Otherwise it will be considered as LOP.***

## ANNEXURE 1: NATIONAL AND RESTRICTED HOLIDAYS (2016)

### NATIONAL HOLIDAYS

S No	Date	Day	Holiday
1	26.01.2016	Tuesday	Republic Day
2	01.05.2016	Sunday	May Day
3	15.08.2016	Monday	Independence Day
4	02.10.2016	Sunday	Gandhi Jayanthi
5	01.11.2016	Tuesday	Kannada Rajyotsava

### RESTRICTED HOLIDAYS (5 can be availed in a calendar year)

S No	Date	Day	Holiday
1	01.01.2016	Friday	New Years Day
2	14.01.2016	Thursday	Sankranthi/pongal
3	07.03.2016	Monday	Shivaratri
4	24.03.2016	Thursday	Holi
5	25.03.2016	Friday	Good Friday
6	08.04.2016	Friday	Ugadi
7	06.07.2016	Wednesday	Idul Fitr
8	05.09.2016	Monday	Ganesh Chaturthi
9	14.09.2016	Wednesday	Onam
10	10.10.2016	Monday	Ayudha Pooja
11	11.10.2016	Tuesday	Dussehra
12	30.10.2016	Sunday	Deewali
13	25.12.2016	Sunday	Christmas

#### Notes:

1. The office will be closed on all the National Holidays.
2. Out of the mentioned restricted holidays, 5 could be availed by the employees. The application for leave should reach the reporting manager and HR Department **at least 2days prior** to the Restricted Holiday date. The approval of the restricted holiday is based on the discretion of the management.