


Parlance		Signatures & Dates
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Initiated By	HR-Manager	
Reviewed By	Chief Operating Officer	
Approved By	Director	
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Version	2.0	

### LEAVE POLICY

#### I. Objective

The purpose of the leave policy is to administer and provide guidelines to employees on the type of leaves, their use and process by which they can be availed.

#### II. Scope And Coverage

All employees i.e. probationers and confirmed (managerial grade and above), across all the branches are covered under this policy.

#### III. Applicability

This policy will apply to the existing employees and employees who may join in future.

#### IV. Type Of Leaves

Following types of leave may be granted to the employees:

1. Casual Leave (CL)
2. Sick Leave (SL)
3. Earned Leave (EL)
4. Compassionate Leave
5. Leave for Marriage
6. Compensatory Leave
7. Short Leave
8. Leave without pay (LWOP)

#### V. Eligibility

##### a) Probationers

During the probation period, employees will only be eligible for one day leave (.5- CL and .5- SL) per month. However, during the probation period they are not eligible for PL.

After the completion of probation period, the accumulated EL of the probation period

shall be credited to their leave balance. Also, they are eligible for short leave as per the policy.

**b) Regular Employees**

- CL -4 days
- SL -4 days
- EL -8 days

Compassionate Leave- 5 days

Leave for Marriage- 5 days

Compensatory Leave

Short Leave

**VI. Sanctioning Authority**

- a) Leave can be sanctioned only by the reporting managers or by the competent authority delegated with the power to do so.
- b) Normally the employees' application for leave will be considered favorably. However, the company reserves the right to curtail/refuse the leave applied for or recall an employee, who has already been granted leave, if exigencies of work so warrant.

**VII. Application For Leave**

All leaves shall be applied through email addressed to the reporting manager or the competent authority. While replying back with the approval or otherwise the same mail shall be marked to the HR Department to update the records.

Only in case of an emergency can an employee intimate regarding the absence over phone and on returning to the office will follow the procedure mentioned above. Kindly note, that it is the duty of the reporting managers to keep the HR deptt. updated regarding the same.

**VIII. Details Of Leave**

**1. Casual Leave**

- a) An employee is eligible for 4 days Casual leave in a calendar year. This will be credited to the employees (confirmed) account in advance on the first of Jan every year.
- b) The employee, who joins the company on any other day, will be eligible for CL on pro-rata basis.
- c) If the employee overstays his leave or contravenes any or all of the leave provisions aforesaid, the competent authority may, at its discretion and based on the merits of each case, treat the entire period of absence as either Earned Leave or Leave without Pay.
- d) **Holidays and Weekly Offs may be allowed to be prefixed or suffixed. And the intervening holidays and weekly offs will not be counted as part of the Casual Leave.**
- e) A min. of half day CL is permissible.
- f) Un-availed CL cannot be carried forward and will lapse at the end of the year.

## **2. Sick Leave**

- a) An employee is eligible for 4 days SL in a calendar year. SL shall be credited at the rate of 0.5 per month to the employee's account.
- b) Minimum of half a day can be considered as SL. SL of more than 3 days has to be ratified by submitting a Medical Certificate issued by a Registered Medical Practitioner.
- c) The intervening holidays, weekly offs shall not be treated as part of SL.**
- d) SL can be carried forward to the next year and accumulated up to a maximum of 12 days.
- e) Sick Leave more than 12 days will lapse.
- f) Un-availed SL cannot be en-cashed.

## **3. Earned Leave**

- a) An employee is eligible for 8 days of EL in a year.
- b) EL will be credited to the employee's account on successful completion of probation period or on confirmation on prorata basis.
- c) EL shall be credited at the rate of 1 leave per month. However, EL shall only be credited at the beginning of the month for the preceding month. For example, for the month of January, EL @ of 1 shall be credited at the beginning of February.
- d) Minimum of half a day EL can be availed and maximum till the eligibility.
- e) Holidays and Weekly Offs may be allowed to be prefixed or suffixed. Also, the intervening holidays and weekly offs shall not be counted as part of the Privilege Leave.**
- f) EL can be carried forward to the next year and accumulated up to a maximum of 60 days and can be encashed as per the policy. Any number exceeding 60 days shall be lapsed.

## **4. Compassionate Leave**

The aim of this leave is to provide stand and support to an employee in cases of urgent domestic stress up to 5 working days. This leave can only be availed in case a mis-happening within the family. The term "Family" refers to Spouse, Parents, Parents-in-law and two children.

## **5. Leave for Marriage**

The company extends this facility for the marriage of self or children, maximum up to two children, for 5 working days. The leave request has to be submitted 1 month prior to the commencement of leave and should be accompanied with the wedding card as a proof. The leaves taken after 5 days shall be adjusted from CL/PL or shall account for LOP (loss of pay).

## **6. Compensatory Leave**

In case an employee is required to work on a Sunday or on any other holiday, they are eligible for a compensatory leave. An employee will be eligible for compensatory leave only if they have worked 4-6 hours on the 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 the HR the day before working. Also, the comp. off can be combined with other leaves and has to be availed within 2 months after which it shall lapse.

## **7. Short Leave**

Many a times, employees require leave for shorter durations for personal matters; short leave is to cater to such requirements. All Employees (probationers as well as confirmed) are eligible for a short leave. A maximum of two hours is permitted on two occasions in a month with the prior permission of respective HOD's as short leave. No two short leaves can be availed on the same day. Also, short leave cannot be combined with half day leave on the same day whether in pre-lunch or post lunch session. And short leave cannot used to set off late coming. Un-availed short leave shall lapse and will not be carried forward from month to month.

## **8. Leave without Pay (LWOP)**

LWOP is an approved temporary absence from duty in a non pay status re-requested by an employee only in the case of an exigency. The term does not cover a suspension, furlough, an absence for which leave has not been approved. Leave without pay may be approved for up to twenty days per fiscal year in exceptional circumstances if an employee does not have enough leave credits. The right to approve the LWOP is reserved with the management.

## **IX. Leave Rules**

- 1. Leave Application:** All the leaves shall be applied to the reporting manager on e-mail well in advance and should be sanctioned before availing it. The employee must make alternate arrangements/internal adjustments among the staff members from his/her or any other department so that the work may not suffer.
- 2. Approval of Leave:** Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing leave without getting the same sanctioned makes the employees liable for disciplinary action besides penal deductions. Also, in case the leave availed over and above the ones sanctioned, the same shall be deducted from the salary and not the leave balance.
- 3. No leave will be sanctioned on telephone:** Except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately upon joining his/her duties, in writing.
- 4. Continued absence:** Of three or more days or repeated irregularity without intimation of any kind to anyone in the organization may render an employee liable to disciplinary action including termination of services besides penal deduction.
- 5. Leave is a matter of privilege and not a right:** It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
- 6. The financial year shall be considered as 'year' for calculating the leaves.**

7. It is of significance to note that in case an employee tends to overstay than the leaves initially approved, the period of overstay shall be deducted from the number of days present in the month and not the leave balance.

**X. Encashment**

- i. Employees are encouraged to avail the EL in their credit as far as possible.
- ii. Only Basic will be taken into account for encashment.
- iii. Encashment will be allowed only at the time of separation from the organization in the form of superannuation/ retirement/ resignation or termination.
- iv. Employees can en-cash the entire EL available to their credit.

**XI. Review and Amendment**

Management shall review this policy periodically and amendments required, if any, shall be made accordingly.

**XII. Residual Power**

This policy is basically guidelines and the management reserves the right to withdraw / modify to suit organization's philosophy at any time without assigning any reason whatsoever.