

Policy: Staff Leaves

PL No. – 32

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Applicability – All Employees on Company Roll

Total Number of Pages – 4

LEAVE PROCEDURE & RULES:

1. **Period:** For the purpose of the Leave rules, the calendar year (1st January to 31st December) will be the base for all calculations and entitlement. Employees joining/leaving service at any point during the year shall get leaves and entitlements on pro rata basis.
2. **Total Leaves:** 7 CL, 7 SL, and 18 EL in a calendar year.
7 PL & 26 Weeks of ML in case of First Two Child.
3. **Applicable:**
 - CL, SL will be applicable effective from joining date.
 - PL & ML will be applicable after completing 80 working days.
 - EL will be effective from joining date but can be availed only after completion of 6 months of service, exception can be made on case to case basis but only with the approval of your HOD or Management in case of HODs.
4. **Application:** Application should be submitted in attached format by email or in print to the concerned superior well in advance, giving sufficient time for processing and sanction of the leave applied for. Unauthorized and uninformed absence amounts to misconduct and no wages / salary payable for such days. Disciplinary action can be taken in addition to non – payment of salary for habitual absence.



5. **Sanction:** All leaves will be approved by the concern HODs for junior Staffs. For HODs, any leave beyond 2 days will be approved by Management only. HODs can take leave up to 2 days by informing only but they must make sure that they are available on mobile/whatsapp/email. Any leave beyond 2 days for HODs will be upon the approval of Management. If due to exigencies of work it is considered necessary, the approving authority/or a senior above approving authority may cancel the already sanctioned leave before it starts or even at a later stage before expiry of the leave, In such case the staff he will be paid the relevant amount of traveling for his return journey.

6. **Sick Leave:**

- In case of more than 2 days of SL, certificate from a registered medical practitioner or ESI (as the case may be) needs to be submitted to HR Department.
- Any employee can take 1 SL, 3 times a year. After which for 1 SL as well, certificate from a registered medical practitioner or ESI (as the case may be) needs to be submitted to HR Department.
- Failing to submit medical certificate will result in deduction of CL/EL in place of SL.
- An employee will not be entitled for sick leave for the period of unauthorized absence or leave without pay etc. Taking SL on false ground or producing fake documents in support of sickness will be treated as misconduct and will attract severe disciplinary action.
- If you are sick, it is mandatory that you inform the HR department and your Senior about the same by the same day you take SL, If you fail to do so, it will be not be counted as SLs but as ELs. However cases where the nature of sickness didn't allow you to do so will be exempted. The leave form in case of SL can be submitted later as well.
- The sanctioning authority may verify about the genuineness of the application submitted. In case of long illness, if any employee after having availed his sick leave wishes to utilize EL to cover the period of illness he can do so. It will, however be necessary for the employee to apply in writing along with a medical certificate from a registered medical practitioner.

7. **Earned Leave:**

- In case of the exigency of the matter of employee, HOD can sanction to extend EL.



- If the employee remains absent beyond the period of EL originally sanctioned or subsequently extended by the Management, for more than 7 days he /she shall be treated as having abandoned his services voluntarily and his name will be struck off from the register of the Company.
- Out of the 18 days of EL given per year, only 12 days EL will be carried forward.
- It is mandatory to use at least 6 EL per year.

8. Maternity Leave:

- ML can be availed for 26 Weeks for upto first two pregnancies. Out of these 26 weeks, before delivery the leaves must not be beyond 8 weeks. After two pregnancies the leaves shall be of 12 weeks, out of which maximum 6 weeks can be availed before delivery. (Applies to Miscarriages & Abortion Both).
- ML needs to be applied with full sensibility, specially in case of miscarriages and abortion. Even it is in your best interest that whenever you are physically better, you resume work as also it will help you in diverting your attention to something productive.

9. Paternity Leave: Total leave available for paternity is 7 days for upto first two child, any further leaves will need to be approved by your HOD and the same will be deducted from ELs. After two child Paternity Leave of 3 days will only be available.

10. Leave Without Pay: Those employees who have availed the entitled leaves during a calendar year and require leave thereafter may be given leave without pay if approved by the Department Head on the recommendation of the immediate senior/ head.

11. Leave during Notice Period: An employee serving notice period can take leaves within the above protocols only.

12. Encashment:

- Encashment will be done every year in January for any leaves in excess of 30 days as on 31st December of the previous year.



- HR Department will give the list of such employees with their number of leaves in excess of 30 days, by 10th of January every year.
- Leave encashment is subject to prevailing Income Tax Laws.
- The total CTC including all benefits will be used for entitlement.
- Value of one leave will be counted by dividing the monthly CTC by 26 for those who work 6 days a week. For those working 5 days a week, it will be counted by dividing the CTC by 22 days.

13. **Special Note 1** – Leaves will be sanctioned only if any crucial function related to your post is not getting suffered in your absence, thereby you will mandatorily be assigning a person who can answer and work on your behalf if need be. Also any work/task/project which is crucial will not be left in pending or mid of it. Hence you will attest that there is nothing pending while you are on leave. It is expected of you that if not calls but at least once in a day you will check your mails, so if need be, any important communication can be done with you.

14. **Special Note 2** – Above rules are subjected to amendments or modification by the Company/ Management at its sole discretion at any time in future. In case of any dispute and / or any point not included / covered under any of the rule, the decision of the Company / Management will be final.

15. **Special Note 3** - Cases where an employee has availed all of his leaves and still needs more leave only in case of death of an immediate family member/severe health issue with self/immediate family member. Then he can get leaves from his encashment pool. If that is also exhausted, he can get special approval by HR-Head. Management will approve in case of HR-Head.

O.K. Approved

Written By
Head – HR



Approved
Approved By
Management