

PURPOSE OF LEAVE POLICY:

The purpose of this policy is to outline the definition of leave, types of leave, approval process, and its necessity. A leave is granted to employees with a good intention to provide rest, to recuperate from illness, and to fulfil social obligations. This policy will help us to maintain a healthy and efficient staff in the organization.

LEAVE YEAR AND APPLICABILITY:

- Leave cannot be claimed as a matter of right.
- Leave approval is at management's discretion based on exigencies of business or seriousness of the case.
- This policy is valid from 1st Jan 2025 to 31st Dec 2025.
- Casual and sick leaves will be credited at the beginning of the year for eligible employees and on pro-rata basis for employees joining thereafter.
- Different types of leaves given under this policy:
 - Earned Leave (EL)
 - Casual Leave (CL)
 - Sick Leave (SL)
 - Maternity (ML)
 - Informed Loss of Pay (ILOP)
 - Loss of Pay (LOP)
 - Compensatory Off (Comp Off)

APPLICABILITY:

- The leave policy is applicable for all permanent and temporary employees of the company.
- Deviations with respect to availing leave can be permitted in case of exigency (wedding, death or birth) only by HRD on recommendation by CEO (the total eligibility quantum, however, cannot be exceeded).
- Employees who are appointed during the course of the year shall be entitled to their casual and sick leaves from the month of their joining.
- Employees with date of joining between 1st to 15th of a month are entitled to get the leave credit for that month.
- Employees with date of joining between 16th to the end of the month are not entitled for leave credit for that month.
- The employee will not be entitled to avail any leave while serving notice period.

EARNED LEAVE/ CASUAL LEAVE / SICK LEAVE

ELIGIBILITY:

- All permanent employees of the company.
- Earned leave/ casual leave / sick leave is calculated for a period of one year (1st Jan 2025 to 31st Dec 2025)

ENTITLEMENT:

- Employees will be eligible for 12 days of earned leaves after completing 240 days of continuous working days in the organization.
- Employees will be eligible for 6 days of casual leaves and 6 days of sick leaves respectively from their date of joining.
- If sick leave extends beyond 3 days, it has to be accompanied with a medical practitioner certificate.
- In case adequate earned / casual / sick leave balance is not available with an employee, it will be treated as ILOP.
- Inability to attend office because of any sickness should be notified to the respective manager / HOD on the same day by phone, and a leave request note approved by manager / HOD should be submitted to HRD once the employee resumes duty.
- Leaves more than 3 days with intervening week off / holidays will be counted as part of the leaves applied.
- A total of 30 earned leaves out of unutilized earned leaves can be carried forward to next year and remaining leaves will lapse. Casual and sick leaves cannot be carried forward to next year.
- When leave is taken without prior approval (under certain unavoidable circumstances), the absence should be notified to the respective manager / HOD on the same day by phone, and approved leave request note should reach the HRD within 2 working days of resuming duty.

MATERNITY

ELIGIBILITY:

- All married permanent women employees of the company.

ENTITLEMENT:

- Maternity Leave of 26 weeks is permitted to all permanent women employees who worked for a minimum of 80 days as per Maternity (Amendment) Act 2017.
- A woman employee can adjust her maternity leaves before and after the delivery of her child totalling them to 26 weeks.
- The employee should submit a certificate duly authorized by gynaecologist detailing her pregnancy and the expected date of delivery.
- Intervening National / declared / festival / weekly off days will be counted as part of leave.
- In case the leave has to be extended due to any complication, it can be done through written leave request with justification for the same, and the leaves will be considered as loss of pay.
- Women employees covered under ESIC scheme will be paid by ESIC as per ESIC process
- In case of Medical Termination of Pregnancy (MTP) 6 weeks of leave at a stretch with salary can be availed.

INFORMED LOSS OF PAY (ILOP) & UNINFORMED LOSS OF PAY (ULOP):

- Informed loss of pay can be applied by an employee when there is no leave balance available.
- During the period of informed loss of pay, the employee is not entitled for any pay or allowance.
- Any leave availed without proper intimation or submission of a leave application and prior approvals will be deemed as uninformed loss of pay and will be treated as such even if the employee has sufficient leave balance.
- If the employee fails to report to duty on the specified date after the approved informed loss of pay, it is deemed that the employee has abandoned his / her service with the company on his / her own accord.
- Loss of pay can be implicated on disciplinary grounds by management regardless of leave balance.

COMPENSATORY OFF:

- A compensatory off is applicable if an employee works on his / her off day. The employee is entitled to get a compensatory off within 30 days from the date of scheduled off day.
- An employee is entitled to a compensatory off if he / she works on his / her week off / national holiday / festival holiday (as per the list of holidays declared by the company).
- Working on a holiday must be strictly subject to approval or on instruction by his / her manager / HOD, without which he / she shall not be eligible for a compensatory off in lieu of that day.
- Compensatory off is applicable only to grade III employees. Grade I and Grade II employees are not eligible for compensatory offs.
- Compensatory offs cannot be clubbed with holidays / weekend / leaves and only one compensatory off is allowed in a week.

PROCEDURE FOR APPLYING LEAVE:

- The employee will check his / her leave balance with HRD before applying leave.
- Leave request has to be raised either through mail / leave request note to respective manager / HOD.
- The approved leave request mail / note to be submitted to HRD for documentation.
- The manager / HOD is authorized to either approve or reject the leave request on valid grounds.
- The manager / HOD can cancel the approved leave as per business requirement.
- No leaves will be adjusted against notice period.

HOLIDAYS:

An employee will be entitled to 11 holidays in a calendar year. This include both mandatory national /state holiday as well as festival days. The holiday list will be published in notice boards. Management reserves the right to amend the aforesaid leave policy as deemed appropriate at any time.