



## **Leave Policy**

### **Purpose:**

- Our company recognizes and respects employees' needs for leave time away from work. The Company strives to create and maintain a balanced work schedule for its employees and promotes quality of life through its varying leave programs.

### **Scope:**

- The rules cover all employees on permanent rolls of the company.

**The annual leave entitlement in respect of employees is as follows:**

<b>Type of Leave</b>	<b>ALL GRADES</b>	
	<b>Annual Entitlement</b>	<b>Maximum Accrual</b>
Casual Leave (CL)	12 days	Nil
Sick Leave (SL)	12 days	24 days
Earned Leave (EL)	12 days	24 days
Maternity Leave	90 days	
Paternity Leave	5 consecutive days	
Marriage Leave	15 Consecutive days	
Education Leave	Considered as on duty for Company Sponsored Employees	

### **Casual leave:**

- Casual leave will be granted to an employee at the rate of 12 days during a calendar year on pro-rata basis.
- Casual Leave not enjoyed in a respective calendar year will get lapsed at the month of December of the respective calendar year.
- Casual leave is not applicable for encashment.
- Casual Leave can be prefixed and suffixed with weekly and public holidays.
- In case of separation of employment due to resignation, retirement or any other reason, the casual-leave of availed more than pro-rata basis will be adjusted against Earned leave, if any, or adjusted against salary or dues payable.



**Sick Leave:**

- Sick leave is meant for sickness of the concerned employee only.
- Sick leave will be granted to an employee at the rate of 12 days during calendar year on pro-rata basis.
- Employee taking more than 3 days as Sick leave needs to produce Medical certificate from a Reg. Doctor.
- Sick leave is non-encashable.
- Taking Sick leave on false ground or producing fake documents in support of sickness will be treated as misconduct and will attract severe disciplinary action. The sanctioning authority may also satisfy himself/ herself fully about the genuineness of the application as above.
- Sick Leave can be accumulated up to 24 days. Such accumulated leave more than 12 days can be encashed during January or at the time of leaving the organisation.

**Earned Leave:**

- Every permanent employee completed 1 year of service with the organization shall be entitled to earned leave calculated at the rate of one day per month. The availability of EL will happen after completion of 1 year of service.
- The Chairman / Station Manager / Country Manager / Corporate Functional Head may, on the following circumstances allow employees to avail of advance earned leave during their probationary period on pro-rata basis.
  - For his / her own marriage / marriage of direct or immediate relations.
  - Own sickness or sickness of immediate family members.
  - Death of their immediate family members.
- Public holidays and weekly holidays falling within the period of earned leave will be counted as part of leave.
- Employees can avail a maximum of 12 days earned leave in a year.
- Applications for earned leave will be applied 07 days in advance. Except in case of serious exigencies, extension of earned leave will not be granted. An employee overstaying such sanction or extension thereof shall be liable to termination of services. Such employee should in any case return within eight days of the expiry of the sanctioned leave or extension thereof and explain to the satisfaction of the authority granting leave the reason for his inability to resume duty and it is entirely up to such authority, if he is satisfied, to condone the unauthorized absence. An employee not reporting duty within eight days of expiry of his sanctioned leave or extension thereof will be presumed to have voluntarily abandoned his service with the company.
- In case the employee does not desire to avail the earned leave earned by them during the year, can accumulate the same.
- Earned Leave can be accumulated up to 24 days.



**Earn leave accumulation and Encashment:**

- Earned leave can be carry forward or can be accumulated up to maximum of 24 days. Such accumulated leave more than 24 days can be encashed during January or at the time of leaving the organization for whatsoever reason including retirement. For leave encashment Income Tax deduction will be applicable as per the prevailing IT Rule.
- "Salary" for purpose of leave encashment would be Basic Salary as applicable at the time of encashment.

**Maternity Leave:**

- Maternity leave can avail to a maximum of 90 days.
- This leave benefit will be granted to a female employee up to a maximum of two Children.

**General:**

- Before proceeding on leave of any kind, employee must take prior approval from the immediate superior and also inform HR department. In case an employee is unable to seek prior sanction, he must promptly inform the superior and seek approval, if there is no approval from the superior, salary will be deducted.
- An employee who is on Earned leave / casual leave falling sick subsequently can be permitted to combine Earned leave / casual leave with sick leave.
- Taking leave on false pretext will be considered serious breach of discipline and the employee will be liable to severe disciplinary action.
- During the period of leave, the employee shall not undertake or engage in any other employment, job business or vocation. The employee who is guilty of such breach will be liable to severe disciplinary action including cancellation of all unutilized leave.
- Confirmed Employee can avail future leave in case of emergency. Probation employees can avail the unutilized leave of previous months and the due of the current month.
- In Case of Separation of confirmed employees – Leave will be calculated till the month of relieving only, future leave crossing the month of data of reliving will not be considered. Availing future Leave will reflect in LOP (Loss of Pay)
- In Case of Separation of employees in Probation period can avail the unutilized leave of previous months and due of the current month, in case of availing future Leave will reflect in LOP.

**Special Leave:**

- Special Leave can be given in case of accident arising out of Employment In case an employee requires leave after getting discharged from the hospital as advised by the doctor the same shall be treated as SL/EL/CL and in the absence of such leave mentioned above, special leave shall be sanctioned. All special leave shall be approved by the business vertical head.