

LEAVE POLICY

{It is just a sample, and for state-wise leave rules, please refer to the leave rules and working hours (state-wise)}

Purpose

Effective Date: _____

Leave Entitlement for the year - Total leaves per employee for the year:

1. 30 Earned/Paid Leaves
2. 12 Public Holidays

Salient Features:-

- All employees need to mandatorily utilize five days of leave every calendar year. If not availed, these five days will lapse on December 31st.
- Carried forward leaves are limited to 30 days per calendar year.
- Leave encashment will not be allowed at the end of the year. Only allowed in case of resignation or retirement.
- Employees on probation can avail leave in case of sickness or in case of emergency, subject to management's discretion and approval. Entitlement is pro-rata from their date of joining.
- Employees need to compulsorily take a minimum of 5 consecutive working days holiday at least once in each calendar year.
- All leaves need prior approval from the supervisor/line manager and should be recorded in Workday. In case of sickness and emergency (exceptional circumstances), the employee needs to inform the supervisor as soon as possible and record the leave in the system immediately on returning to duty.

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If the employee is not back in the office before the 1st of the next month, the supervisor will record that leave in the system on the employee's behalf so that the leave records are updated on time.

- In the case of an emergency, employees must notify their line manager as soon as practicable of their absence. If they do not call within 4 hours of the scheduled time, they will be marked absent for the day. Salary will be deducted even if there is leave available.
- Employees need to submit a Medical Certificate to their supervisor in case they avail more than three days of leave under sickness. Every employee can take 12 casual leaves in a year. The one monthly leave can be taken according to employee discretion subject to prior one day notice and approval.
- Planned long leaves plan must be set at the beginning of the year with the supervisor and should be approved two weeks before the date from which the leave is to commence.
- Employees can avail themselves of a maximum of 10 working days of leave at one time, subject to the superior's approval and discretion.
- Any leave request of more than ten working days will be treated as a special leave request and is subject to the approval and discretion of the management.
- Superior's approval is guided by the criticality of the situation and the business requirements.
- Management can take a discretionary decision on the maximum leaves availed by an employee and may review the time limit. However, this will be on a case to case basis and not set by any precedence.
- During the notice period, employees should not avail leave. If they do, at the discretion & approval of their line manager, their notice period will be further extended by the number of leave days availed.

Human Resource Policies

- Any exceptions to this policy will be at the sole discretion of the management, depending on the criticality of the case.
- Any breach of this policy can result in disciplinary action.
- Management reserves the right to change/amend the policy.

The table below illustrates the above points:

Year	Entitlement	Utilization	Carry Forward	Remarks	Max Utilisation	Leave encashment per year
Year 1	30 paid leaves	Min 5 days	25 Days	Only 30 days of carrying forward will be allowed.	30 days or prorated amount depending on the date of joining	No Leave encashment at the end year. Unavailed leaves will be encashed only in case of exit or retirement
Year 2	30 paid leaves	Min 5 days	30 days	All balance will lapse effective December 31st	Max 55 days (30 current years + 25 carry forward from last year)	
Year 3	30 paid leaves	Min 5 days	30 days		Max 60 days (30 current	

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					years + 30 carry forward from last year)	
Year 4	30 paid leaves	Min 5 days	30 days		Max 60 days (30 current years + 30 carry forward from last year)	

Leave Without Pay (LWP):

- Any sanctioned leave which does not fall under any of the above categories (i.e. Sick, Earned, Paternity or Maternity Leave) will be considered as Leave without Pay.
- Leave taken over and above the leave sanctioned will be considered as an absence unless applied for and sanctioned.
- In case of overstay of any leave and reasons for overstay not being sufficient, the period of overstay will be continued to be treated as ABSENCE and can call for disciplinary action. If leave is taken, it can be extended only after approval by the concerned supervisor.
- In the case of LWP and ABSENCE, proportionate reductions will take place in the following:
 - Monthly salary, savings and other benefits
 - Annual reimbursements, bonuses and other entitlements

Public Holidays

HR will circulate a list of all company holidays at the beginning of each calendar year.

Sr.no	Date	Day	Occasion	Optional/ National Holiday
1	14-Jan	Fri	Makara Sankranti / Pongal	Holiday
2	26-Jan	Wed	Republic Day	National Holiday
3	1-Mar	Tue	Maha Shivaratri	Holiday
4	18-Mar	Fri	Holi	Holiday
5	15-Apr	Fri	Good Friday	Holiday
6	02-Apr	Sat	Ugadi / GudiPadwa / Vaisakh	Optional
7	03-May	Tue	IdulFitr	National Holiday
8	16-May	Mon	Buddha Purnima	Optional
9	15-Aug	Mon	Independence Day	National Holiday
10	11-Aug	Thu	Rakshabandhan	Optional
11	09-Aug	Tue	Muharram	Optional
12	19-Aug	Fri	Janmashtami	Holiday
13	31-Aug	Wed	Ganesh Chaturthi	Holiday
14	24-Oct	Thu	Diwali	Holiday

Please note:

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- Employees are eligible to take all the National Holidays and up to a maximum of 2 of the Optional Holidays according to their convenience.
- Please inform your respective reporting managers before taking up any of the Optional Holidays.
- The employees are eligible to take a total of 12 Holidays (10 +2)

Holidays during Leave:

- Weekends/Public holidays will not be considered as leave if they fall within the total leave period.
- However, in the case of ML and LWP, all the intervening days, i.e. Saturday, Sunday, and holidays will be counted as Leave/LWP as the case may be.
- For employees on the roster, all the leaves will be calculated on the actual number of days they are away from work, i.e. Saturday, Sunday, and holidays will be counted.