

Leave Rules

Purpose:

The purpose of leave policy for employees is to lay guidelines regarding when to avail leave and the process to take leave with pay, leave without pay, Leave of absence policy and so on

Eligibility:

The Leave policy is applicable to all the regular employees of the company.

Regarding availing leave, one has to follow generally these aspects:

1. Applying for leave, obtaining approval from the Manager is the responsibility of the Employee.
2. The calendar year for leave is from January to December.
3. All leaves should be applied on ESS Portal before proceeding on leave. In case of emergency when leave cannot be applied in advance, telephonic intimation to the immediate reporting manager should be done and it must be regularized within 2 days of resuming duty on ESS portal.
4. Employees should get their leave approved in advance by their Manager.
5. No leave can be claimed as a matter of right and leave would be granted only at the discretion of the Management, except certain kinds of leave such as Maternity leave, accident/sick leave which are generally should be granted in accordance with law, facts and documents required to be submitted.
6. The sanctioning authority has the discretionary rights to refuse, revise, curtail or revoke leave at any time according to the conditions and exigencies of work
7. An employee who has taken leave without obtaining prior approval, will be deemed to be absent without permission. This will be leave without pay, and further, may result in other disciplinary actions.
8. Any extension of leave without prior approval will be deemed to be leave without permission, as stated above.

DETAILED DESCRIPTION:

1) Casual Leave (CL)

Casual Leave can be availed only that are accrued else it will result in LOP. Casual Leave cannot be clubbed with any other leave category. Any National & Festival holidays or weekly holidays prefixing or suffixing or falling in between the leave applied shall not be included.

2) Sick Leave (SL)

Sick leave beyond 2 days to be supported with evidence like a Medical Certificate. Any National & Festival holidays or weekly holidays prefixing or suffixing or falling in between the leave applied shall not be included.

3) Probationary Leave

During the Probationary period, the probationers and trainees are eligible for Probationary leave. The leave is calculated on the basis of one day for every completed month of service. The probationary leave will get lapsed at the end of the probationary period.

4) Loss of Pay (LOP) Deductions

- When there is no leave to the credit of an employee and wishes to proceed on leave then the Manager may grant leave on a Loss of Pay (Authorised LOP), under such circumstances leave may be granted as Leave on Loss of Pay and for such leave on LOP, deductions shall be made only on their Basic and DA, other components of salary will be paid in full without any deductions.
- Where LOP deduction is made as punishment such as when an employee proceeds on leave without prior permission and when post facto sanction is also not granted, then such absence shall be termed as unauthorised absence and LOP deductions shall be made on Gross salary, even if such employee has leaves on credit.

UNAUTHORIZED ABSENCE

If an employee absents himself from duty without intimation or leave sanction for more than 21 consecutive days, he/she shall be presumed to have left the services of the company on his own accord without notice and his name shall, accordingly, be struck off from the rolls of the company.

During your Notice Period:

1. When serving the Notice Period post initiation of the separation, the employees are not entitled to any leave except in case of a medical emergency.

[In case of a medical emergency, the employee may avail sick leave and submit the relevant proof within three working days on resuming duties. Such Sick leave period shall be considered as valid for the purpose of the Notice Period subject to validation by the certified doctor. For a Sick leave of less than or equal to two days, submitting relevant proof documents is not required. Your all left out Sick leaves will lapse and not be encashed]

2. Casual Leaves: You cannot avail Casual leaves while serving the notice period and if taking leave it will lead to LOP, all your left out Casual leaves will lapse and not be encashed.
3. Earned Leaves: You cannot avail Earned leaves while serving the notice period.

Revision of the policy

The company reserves the right to revise, modify any or all clauses of this policy depending upon demand of business.

Explanation of Leave policy

The Corporate HR department will be the sole authority to interpret the content of this policy.