

Employees

Leave

Policies

FOR

SHAKUMBHARI ENTERPRISES

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Employee Leave Policy

Owner:	Partners, HR & Finance of SHAKUMBHARI ENTERPRISES.
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Document Control

This document is subject to change control and any amendments will be recorded below.

Version Awareness

The audience of this document should be aware that a physical copy may not be the latest available version. The latest version, which supersedes all previous versions, is available at [//Parasvanath/HR Policies](#). Those to whom this policy applies are responsible for familiarizing themselves periodically with the latest version and for complying with policy requirements at all times.

Leave Policy

The leave Policy is applicable to all full-time salaried employees of SHAKUMBHARI ENTERPRISES. Year of Leave calculation shall be the Calendar year (January – December). The employees are eligible for Sick and Earned Leave.

Short Term Absence (Leave) means Staff member's absence with permission from the work.

It is the policy of the Company to grant leave to the Staff member to meet their physical and psychological need for rest, relaxation and also to enable them to discharge their social obligations.

Types and Number of Leaves

• Casual Leave (CL)/ Sick Leave (SL)

- i. All employees are eligible for up to 6 working days of Casual/Sick leave in a calendar year.
- ii. Any leave not utilized in this category will expire at the end of the calendar year.
- iii. In case more than 2 days of sick leave needs to be availed, a doctor's certificate should also be submitted or else it is taken as Unscheduled Absence.
- iv. Casual Leave can be granted for a minimum of half-a-day to a maximum of 2 consecutive days but needs prior approval except in case of an emergency. If the employee does not have credit of leaves under casual/sick leave; all leaves taken shall be first balanced from Earned leave and then it shall be considered as Leave without pay.
- v. During Probation, the employees are entitled to a maximum of 1/2 day of Casual/Sick leave per month and anything above that is taken as Unscheduled Absence.
- vi. All Unscheduled Absence will be liable to deduction of Salary equivalent to the number of days.

Accrual of Sick Leave: Balance Sick leaves for year can't be accumulated for subsequent years.

At termination: When termination of employment occurs, no payment for sick leave will be made.

- **Earned Leave (EL)**

- i. All employees are eligible for 12 working days of leave in a calendar year.
- ii. This is calculated on pro-rata from the date of joining and first credited into your leave balance on completion of the Probation Period.
- iii. Must be approved at least 15 days in advance.
- iv. Can be availed not more than twice in a year.
- v. All un-utilized EL can be carried forward to the next year and accumulated to a maximum of 30, beyond which it shall lapse.

1. Accrual and Encashment

- One day of leave per Calendar month will be accrued to all full time regular employees post the probation period.
- The maximum number of Earned Leaves one can accumulate is 30; no encashment of leave shall be done.
- All un-availed ELs can be encashed at the time of separation (for confirmed employees). Under normal circumstances, ELs shall not be adjusted in the notice period, & will be adjusted separately. Only for exceptional cases ELs may be adjusted with the notice period, at the sole discretion of the Management.
- EL encashment will be calculated at prevalent basic salary. The amount is subject to income tax deducted at source as per prevailing Income Tax rules.

2. Utilization of Leaves

- The leave can be availed/ utilized only after its accrual i.e. after the completion of necessary calendar months.
- Weekly offs and/or holidays as may be declared by the Company can be prefixed or suffixed to the leave. Intervening weekly offs/holidays will not be counted as a part of leave except in case of Casual Leave/ LWP/ Absents.
- The Company within its discretion reserves the right to extend the period of probation, by same/ double number of days, for the period of prolonged leave taken on whatever ground, by the Staff member during probation.

The additional criteria to be observed are as follows:

- If for some reasons or exigencies the Leave cannot be applied for (in form of application) before availing the Leave, the application must be submitted necessarily within the next 3 calendar days/ on the day of resuming work, whichever is earlier. Additionally the Leave Application has to be filled within the attendance month.

- Employees must give their Line Manager as much advance notice of any absence as possible and should obtain Line Manager's advance approval on the leave application except in case of any emergency or illness. If availing an unplanned leave the employee is expected to keep the Manager informed by phone or otherwise.
- Request for EL must be applied for and approved at least 15 days in advance by your Line Manager. An employee cannot avail EL more than twice in a year.
- One type of leave cannot be combined with any other type of leave (CL/SL/EL)
- In the event of any emergency/extreme circumstances which causes an employee to be absent without advance notice, he/she is required to notify the Line Manager of the situation within one hour of commencement of office/as soon as possible.
- Any absence by a staff member which is of a Casual nature and at short notice (i.e. informing Company of absence from work on the same day) without any valid or legitimate reason may not be sanctioned as a Leave and may be taken as Unscheduled Absence. The decision to grant Leave shall be with the respective Line Manager.
- Accordingly for all such absences (where the Leave Application is not submitted within the defined timeframe) will be marked as absent and liable for salary deduction.
- At times, employees may be expected to work on a holiday. A compensatory leave will be provided in lieu of this as per the process. This off must be availed in consultation with the manager.
- It is the responsibility of the employee to maintain a record of compensatory leaves generated and utilized and get it signed by the manager. Compensatory off cannot be accumulated or encashed.
- Special leave can be granted to those who do not have necessary accrual only at the discretion of the Management.
- Leave or absence for more than 3 days, without proper approval in writing, may lead to disciplinary action up to and including termination of employment.
- A Doctor's notice permitting return to work will/may be required for absence lasting more than 2 successive days and on grounds of medical ailment.

3. Extension of Leaves

- An extension of leave can be considered and granted by the Company under exceptional circumstance, governed by the following principles:
 - I. An extension of leave must be agreed with Line Manager/HR before the expiry of original sanctioned period.
 - II. A message left with friends/colleagues to be passed on to the Line Manager or HR shall not be considered as a sanction of extension/ leave.

- III. A Staff member extending his/her leave without the approval of Line Manager/HR, shall call for disciplinary action which can go up to and including termination.
- IV. A Staff member not coming to the office for three consecutive days without his/her Line Manager's written approval shall be considered to have left the Company on his/her own accord. If such staff member returns to the work on any day later than the fifth day, the decision to reinstate him / her shall be entirely with the company.
- V. An extension of leave may be granted to a Staff member where absence continues beyond the coverage afforded in the Company's short term absence/leave. Before granting such extension and if the reasons are of medical grounds, the Company reserves the right to have the Staff member examined by a Doctor selected by the Company.
- VI. A Staff member who returns to the work within one month of such extended leave of absence shall be restored to his/ her former position or to a comparable position, if the former position is no longer available. If a Staff member fails to return to the work at the end of extended leave of absence, the Company will process the action as voluntary resignation or resignation or abandonment or loss of lien on appointment. The Company reserves its right to take a suitable disciplinary action against a Staff Member, who overstays the sanctioned leave or extended leave, without proper authorization.
- VII. Administering the number of leaves taken by the Staff member is the responsibility of the Line Manager. The approved Leave applications must be sent to HR by the Line Managers.
- VIII. Records will be maintained by HR for each Staff member noting the days absent during each calendar month/ year. HR will report excess absence to Finance Department in order that appropriate pay adjustment can be made.

- **Maternity Leave (ML)**

All female full-time employees with a minimum of 18 months of service are eligible to avail this leave as per the Maternity Benefits Act.

To be eligible for a pregnancy leave of absence, the employee must be a non-temporary, full-time female employee.

Maximum Length of Leave

The maximum length of pregnancy leave allowed is 6 weeks. If the employee needs a longer leave due to medical complications, the employee should notify SHAKUMBHARI ENTERPRISES management and HR team in writing as soon as possible. The additional leave will be treated as LWP.

Written Requests

A written request for pregnancy leave must be submitted within a reasonable time. The employee must submit a written doctor's statement, indicating the anticipated delivery date. The employee should inform SHAKUMBHARI ENTERPRISES of the expected duration of her pregnancy leave so that SHAKUMBHARI ENTERPRISES may plan around the absence efficiently until her return.

Transfers

An employee requesting pregnancy leave may also ask for a transfer to another less strenuous or less hazardous position if so desired. The request must be in writing and must state the reason for the transfer.

Paid Leave

SHAKUMBHARI ENTERPRISES provides for paid pregnancy leave for the period of 6 weeks. The employee may use any accumulated paid sick days and/or EL days to extend her pregnancy leave beyond the paid leave period.

Medical Incapacity

At her option, the employee may continue to work up to the delivery date, depending upon the employee's medical circumstances and the nature of the employee's job. In the event the employee is physically incapable of performing her regular job duties at any time during her pregnancy, the employee may request that the employee be placed on LWP. An advance notice of a minimum of Two (2) weeks should be given, accompanied by a statement from the employee's physician attesting to the employee's incapacitation.

Benefits

While an employee is away from work on an approved pregnancy leave of absence (LWP), she continues to participate in SHAKUMBHARI ENTERPRISES's company employee benefit programs. SHAKUMBHARI ENTERPRISES will endeavor to return the employee to the same or equal job she had before taking pregnancy leave (LWP). Although SHAKUMBHARI ENTERPRISES does not guarantee a return to the identical job, the employee will suffer no loss in seniority.

Personal Leave Policy (Leave without Pay (LWP))

A personal leave of absence without pay may be granted an employee at the discretion of the company. A personal leave of absence is defined as an absence of two weeks or longer. It is not our general policy to grant personal leaves of absence and such leaves will be granted only under unusual circumstances. A personal leave of absence is not available instead of medical leave.

Granting of such a leave depends on the review of the merits of each case, including the effect the employee's absence will have on the workload of the other employees. Probationary employees are not generally eligible for leaves of absence. An employee must have one year of continuous employment before such a leave will be considered.

Applications for leaves of absence may be granted or rejected as dictated by the judgment of [name of person who approves requests].

Salary and benefits are not payable to an employee while the employee is on a personal leave of absence, with the exception of company-paid term life insurance that is continued for eligible employees for one year of a leave of absence. Health insurance may be continued if the employee pays the full premium at the group rate. Although employees do not accrue benefits while on leave, those benefits accrued up to the time the employee started the leave will be retained.

The employee's exact position, tour of duty, or work area may not be guaranteed upon return from a personal leave of absence; however, all efforts will be made to place the employee in the first available similar job with similar pay. The employee's date of initial employment will be adjusted to reflect the time spent on personal leave.

It is the employee's responsibility to return to work on the date the leave of absence expires. Should the employee fail to return and fail to notify [name of person who should receive requests] of a request for an extension, we will assume that the employee does not intend to rejoin the company and will consider the employee to have resigned from employment. A request for extension of a leave of absence must be in writing and must be received at least five working days prior to the expiration of a leave.