

Leave & Attendance Policy

Leave Policy

1. Objective:

- a. To Provide exhaustive guidelines to employees on leave including Earned Leave, Casual Leave, Sick Leave, Maternity Leave & Paternity Leave
- b. To ensure uniformity in the matter of Leave Administration.
- c. To facilitate Healthy Work-Life balance and aid employees meet their Personal Needs.

2. Eligibility & Applicability:

All the staff and Management level employees on regular rolls of the Organization are eligible

3. Policy and Procedure:

- a. For the purpose of leave, "Year" shall mean the calendar year commencing from 1st January and ending on 31st December.
- b. In the case of new employees who join during the year, leave will be calculated on a pro-rata basis for the balance part of the year and credited on the date of joining.
- c. Leave must be applied in the [Google Form](#) and approval shall be taken from HOD before proceeding on leave. If the leave was not approved by HOD/Reporting Manager, it'll be considered as LOP.
- d. However, in case of emergency, if prior sanction cannot be obtained, the respective HODs should be kept informed; sanction must be obtained immediately after resuming duty.
- e. HOD should inform the HR department about the same, through an e-mail/ERP
- f. All leave information should be updated in the system by the concerned on or before the 25th of every month.
- g. If the employee is continuously absent for more than 8 Days of unauthorized/ non-approved leave will be deemed to be termination of employment.

Entitlement & Procedure for availing leave is given below:

1. Casual Leave (CL)

- Employees in all grades are eligible for 7 casual leaves per year.
- In general, casual leaves can be availed for a minimum of half a day to a maximum of three days. Beyond this, leaves should be availed as earned leaves. If the employee wishes to avail of the three leaves at the same time, then they need to seek permission from the concerned department HOD.
- Casual Leaves cannot be clubbed with Earned Leaves or Sick Leaves
- Casual Leaves cannot be carried forward to the next year. The unused CL will expire when the year ends.
- In the case of CL, Prefix, Suffix, and intervening holidays (National and Festival/Weekly Off) are permissible.
- CL cannot be availed if the employee is undergoing the exit process.

2. Sick Leave (SL)

- Employees in all grades are eligible for 7 sick leaves per year.
- Sick leave may be used when employees are unable to perform employment duties because of sickness, disability, or injury with concerned HOD approval.
- The employee who has to avail SL for more than two days, they've to submit the proper medical certificate/report/bills while resuming the duty, and also the same should apply in ERP
- If the Sick Leave balance is exhausted can club with Earned Leaves with the approval of MD/CEO.
- Sick Leaves cannot be carried forward to the next year. The unused SL will expire when the year ends.
- SL cannot be availed if the employee is undergoing the exit process.

3. Earned Leave (EL)

- All employees are eligible for 1 day of EL for every 20 working days i.e., a maximum of 15 days of EL per year, and the same will be credited only after confirmation
- Employees willing to proceed on Earned leave have to get the leave sanctioned by the concerned HOD at least 7 days in advance through ERP. However, the leave will be sanctioned at the discretion of the HOD/Management.
- The Management, due to the work requirements, can advise the employee to alter or postpone the EL applied for or already approved.
- Employees cannot seek less than three days of earned leave on any occasion.
- In the case of EL, both prefix and suffix and intervening holidays and weekly off are allowed.
- EL can be availed up to a maximum of 6 times in a calendar year.
- Un-availed Earned leave will be encashed at Basic+DA on separation from the Organization.
- The employees should plan and schedule their leave while availing of Earned leave so that it does not interfere with their office operations.
- In the case of employees on probation, the EL will be credited on the 1st of January of the next calendar year on a prorated basis.
- Employees on probation period are entitled to Earned Leave but they cannot avail till the confirmation of services.
- Earned leave cannot be availed if the employee is undergoing the exit process.

4. Maternity Leave

- It will be granted to women employees as per the Maternity Benefit Act 1961.
- Female employees on the regular rolls of the Organization are eligible for Maternity leave if she has worked with the organization for a period of one eighty days in twelve months immediately preceding the date of expected delivery.
- Female employees in probation period can avail maternity leave only if she has served the organization for a minimum of 180 days before applying for Maternity Leave, in case of an extended probation period.
- Maternity leave benefit will be applicable to an employee for the first two child deliveries and the first two miscarriages only. In case of miscarriage, a maximum of 6 weeks of leave is allowed.

- Maternity leave will be allowed for a period of 3 months, prenatal or postnatal as per the convenience and choice of the employee, and the above period is inclusive of weekly off and holidays. The same can be availed by the employee at a stretch for 12 weeks or 6 weeks before the confinement and 6 weeks after the confinement.
- In order to avail of this benefit, the applicant has to inform the concerned HOD at least 8 weeks prior to proceeding on leave and a Certificate from the Medical Practitioner should support the leave application.
- In lieu of un-availed Maternity Leave, no claim for payment can be made.
- Maternity leave will be in addition to other leave facilities of the Organization. Maternity Leave cannot be combined with any other kind of leaves. In case of some medical exigency, management can allow clubbing of EL with the same. The same is not a right of the employee and is solely at the discretion of Management.
- The maternity leave application form has to be filled in and submitted to the HR department after obtaining the necessary approval from the concerned HOD.

5. Paternity Leave

- All the Male employees on regular rolls of the Organization are eligible for Paternity Leave.
- Paternity leave will be allowed to an employee for a period of 3 working days at the time of his spouse's childbirth subject to a maximum of 2 occasions during the entire service span.
- In order to avail of this benefit, the applicant has to inform the concerned HOD prior to proceeding on paternity leave and the leave application should be supported by a certificate from the medical practitioner with regard to the child delivery of his spouse.
- Paternity leave will be in addition to other leave facilities of the Organization.
- The paternity leave application form has to be filled in and submitted to the HR department after obtaining the necessary approval of the concerned HOD.

6. Leave without pay (LWP)

- If an employee has exhausted all types of leave, he/she may be allowed to take leave without pay up to a maximum of 60 days in a year, subject to the approval/discretion of management. The HR department will look into the validity of the reasons for availing of the leave.
- There shall not be any break of service in case an employee avails of LWP. Such leave can be availed only in case of some extraordinary circumstances of the employee himself/herself like an accident while coming to the office, critical sickness, or an operation which may take time for recovery.

7. Marriage Leave

- Regular employees with more than three years of experience are eligible for marriage leave
- Those who qualify will be given 6 days of paid leave

Attendance Policy

1. Attendance Policy & Procedures

- a. Every employee shall be at the post of his duty at the fixed time and which has been notified by the HR Department
- b. Any employee, who after presenting and being found absent from his place of work during working hours without permission or without sufficient reason, shall be liable to be treated as absent for the period of such absence.
- c. If, however, he is so absent from the premises of the Industrial Establishment during working hours without written permission, he shall be liable to be treated as absent for the whole day in case his absence commences before the recess period, and for half a day in case his absence commenced after the recess period.
- d. The deduction from wages for the period of absence under this order is liable to be made under the provisions of the Payment of Wages Act, 1936 provided always that the employer may in the alternative and at his discretion deal with breach of provisions of this clause.
- e. Attendance for all staff irrespective of level is through a formal procedure at the security gates. These include signing attendance sheets, signing the muster roll (form IV) at the reception, and logging in the Electronic Access through bio-metric. It is the responsibility of the employee to have his attendance complete to earn Salary/Wages for that Month.

2. Work hour Policy

The normal working will be for 48 working hours per week and office hours shall be at least 8 hours per day, inclusive of a 30 minutes lunch break. The company's working hours are from 10:00 AM to 6:00 PM, Monday to Saturday. The working hours may change depending on the roles and locations allocated to employees and such a change will be advised by HR from time to time.

The company does not allow any overtime payment to the staff at all levels.

Punctuality: All employees are expected to report to work on time and be ready to start work at 10:00 AM.

Attendance: Employees are expected to maintain a good attendance record, with a minimum attendance of 95% per month.

Late Arrival: Employees who arrive late must report to their supervisor and provide a valid reason for the delay.

3. Policies on Late Coming

A grace period of 10 minutes beyond the normal reporting time is allowed for staff members, maximum of two instances in a month. However, no grace period for late coming is applicable to Management Staff who has flexible timings.

The habitual late coming would be taken as negative conduct by the employee and may be a factor detrimental to the employee's growth.

Late coming beyond the applicable grace period in a month will constitute Short Leave/Half Day leave (whichever is available) adjusted against CL/EL of the employee in that order. In case of exhaustion of leaves, this would entail a deduction of half days' worth of pay constituting the Gross Salary.

All entries into the Company premises beyond the Short Leave would mean a deduction of half-day CL or EL, as per the leave credit balance.

Employees on duty are required to submit their OD authorization prior to proceeding on duty. If it is not possible due to circumstances, employees are required to submit their OD authorization within 2 working days of their joining duties. Failure to do so would mean that the HR department would treat the instance as an absence without authorization.

Review and Revision

This attendance policy will be reviewed and revised as necessary.

By implementing this attendance policy, we aim to maintain a fair and consistent attendance record, ensuring that all employees are aware of the company's expectations.

Process Flow

