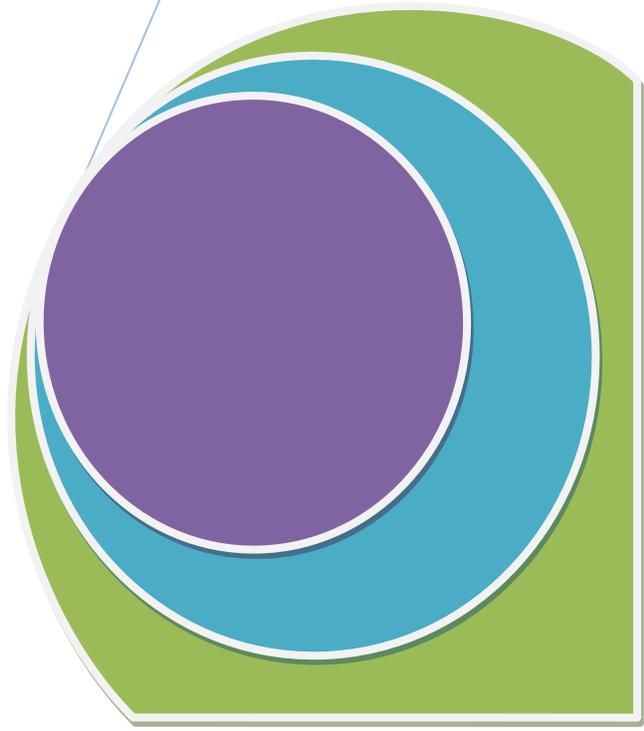
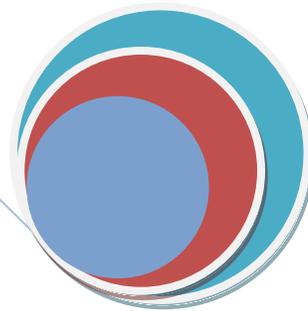


Leave Policy

By 3G HR Services (www.3ghservices.com)



LEAVE POLICY

Objective: To extend the facility of leave of absence to the employees to attend to their personal exigencies and during times of emergency besides meeting statutory requirements.

5.1 Leave Rules:

- a) Leave cannot be claimed as a matter of right. The leave sanctioning authority may refuse or revoke leave of any kind depending upon the exigency of work.
- b) Employees on probation shall be eligible for casual leave on pro-rata basis.
- c) Leave in respect of regular employees will be credited to the employees account retrospectively in the month of January every year.
- d) Employee may avail leave subject to leave balance available to their credit with the prior approval of the authority authorized and empowered by the Management to act on their behalf.
- e) Application for any kind of leave shall be in the prescribed format.
- f) On approval of leave applied the application shall be submitted to the HR department.
- g) All leave cards / records of employees shall be maintained in the HR department.
- h) The HR department shall make necessary entries in the leave card / attendance register. The employee in his interest may also verify correctness.

5.2 Types of Leave - Governing Principles:

I Casual Leave:

- a.) Casual Leave is intended to meet special circumstances that cannot be foreseen.
- b.) An employee on Casual Leave is not treated as absent from duty and pay is not forfeited.
- c.) Casual Leave would accrue from the date of joining on Pro-rata basis.
- d.) Casual leave can be granted subject to a maximum of 10 Days in a year.
- e.) An employee is allowed not more than 2 days Casual leave at any one time and the total absence including holiday's prefixes and suffixes does not exceed 4 days at a time.
- f.) Casual leave cannot be combined with any other kind of leave.
- g.) The unavailed casual leave shall lapse at the end of the calendar year and it cannot be encashed.

II Privilege Leave:

- a) An employee will be eligible for 15 days of Privilege leave in a year.
- b) Application for Privilege leave shall be submitted at least 3 days before the date in which he wishes to proceed on leave and will be granted 2 days before proceeding on leave.
- c) The privilege leave can be encashed for a maximum of 15 days per year, if available to his credit.
- d) The unavailed privilege leave shall lapse at the end of the year.

III Sick Leave:

- a) Sick leave may be sanctioned to meet requirements of an employee to nurse / attend to his/her sickness.
- b) Employees covered under Employee State Insurance Act 1952 would not be eligible for Sick Leave.
- c) The employee will be granted sick leave on submission of medical certificate for a period calculated @ 12 days for each completed year of service and can be accumulated up to a maximum of 90 days.

IV Maternity Leave:

- a) The maternity leave will be granted to female employees as per the Maternity Benefit Act 1962 and the rules framed there under.
- b) In order to avail Maternity Leave the concerned female employee should submit a medical certificate issued by a Certified Medical Practitioner stating the probable date of confinement, to the reporting head, at least 2 months before the date of probable confinement.
- c) In case of ESI covered employees, the Certificate should be strictly from the ESI Medical Practitioner, stating the probable date of confinement, to the reporting official, at least 2 months before the date of probable confinement.
- d) The reporting head shall forward the same to the HR department.

V Loss of Pay (LOP):

- a) As far as possible the employees should avoid Loss of pay.
- b) In the case of unforeseen circumstances, warrant employee to be away on leave in excess of the available balance, the leave granted shall be accounted as loss of pay (LOP).

- c) When the reporting head had not sanctioned leave, for whatever reason, and an employee remains absent, then such absence will be treated as 'UNAUTHORISED ABSENCE'.
 - d) The employee will not be eligible to receive the salary for the day/s of unauthorized absence.
 - e) Unauthorized Absence shall make an employee liable to disciplinary action under the provision of law.
-

Q 1 : How many leaves should be applicable in a company?

Numbers of leaves entitlement in a company depends upon state you are in. Every state has different leave entitlement and leave policies which should be seen before you define leave policy of your company. Leave policy of your company can not be less than mentioned in your State's shop and establishment act.

You can refer below link to download some relevant attachments which describe leave entitlement in various states.

Q 2: Whether an employer is bound to grant sick leave to an employee if employee submits medical certificate?

Technically speaking an employer is not bound to accept any sick leave even if it is accompanied with medical certificate in case employer is not satisfied with the certificate submitted. There is no act on this issue.

But normally when an employee submits medical certificate from a competent medical practitioner then employer should accept it otherwise it will be considered as illogical.

Q 3: Leave is right of an employee?

Leave is not right of an employee. An employee is given casual, sick and privilege leave for some purpose.

Casual leave is provided to an employee to take care of urgent and unseen matters like Parents teacher meeting called by kid's school in short notice.

Sick leave is provided in case employee gets sick.

Privilege leaves are provided for planned long leaves for the purpose of travel, vacation etc.

Employee need to apply for each leave and take approval except in cases where approval could not be taken in advance. Employer can refuse the leave application, if not satisfied with the reason of leave. There is no set rule for which leave to be approved and not approved. It depends from reason to reason. Eg. If an employee ask for leave to watch cricket match, it can be refused.

Q 4: Mass casual leave applied by group of employees. What do an employer should do?

If the reason of mass casual leave by many employees is to hamper work intentionally, demonstrating against the employer etc then employer has all the rights to refuse such leaves and further if required taking disciplinary action.

Q 5: Do an employer can ask medical certificate for one day sick leave?

No, an employer should not ask for medical certificate for one day sick leave. In one of the case Supreme Court has mentioned that an employee will not necessary go to see a doctor for treatment if illness is only for one day.

That is the reason most of the companies ask for medical certificate, if employee is on sick leave for 3 or more days.

Q 6: Holidays and weekly off to be included or excluded while calculating number of leaves when holidays falls in between leaves?

It is one of the questions which confuse many HR professional. Technically speaking, all leaves with pay are excluding weekly off and holidays which means even if an employee is on leave for whole month (30 days) which includes 4 weekly off and 1 holiday then employee should be considered on leave for 25 days only. Similarly, if an employee take leave from Saturday to Monday where Sunday is weekly off then Sunday should not be counted as leave. Hence only 2 leaves should b counted.

Q 7: What is the concept for giving compensatory off on national holiday, holiday and weekly off?

Compensatory Off in case of National Holiday or Holiday : Compensatory off should be given within 90 days of national holiday or holiday for which employee has worked along with one day average daily wage

OR

Employee can choose for double rate of average daily wage.

This is as per Punjab Industrial Establishments (National and Festival Holidays and Casual and Sick Leave) Act 1965 which is extended to Delhi also.

Compensatory off in case of weekly off: Employee should be given weekly off 3 days before or after weekly off on which he worked so that worker should not work for more than 10 days consecutively without a weekly off.

Q 8: Please explain concept of Encashment of leave?

Under Factory Act there is no mention of leave encashment while in service even with consent of Management. An employee can take leave encashment while quitting services, superannuation, discharge, dismissal or death. Leave encashment should be as per average daily wage of employee. There are some companies which pay leave encashment on basic and DA, which is not correct.

Q 9: Can employee take leave during notice period?

Yes, employee has right to take leave during notice period. In one of the case, Ghanshyam Vs Delhi Metro Rail Corporate, 2007, Delhi High court has confirmed the same.

Q 10: Can Leaves be clubbed together?

As per Delhi Industrial Establishments (National and Festival Holidays and Casual and Sick Leave) Rule 1973, Casual leave cannot be clubbed with any other leave. That is the reason most of the companies do not club Casual leave with any other leave but Sick Leave and Privilege leave can be clubbed together.

Q 11: What should be leave policy of company?

Below is the draft which should be part of company leave policy. You can make changes are per your requirement.

Leave Policies

Commencement of Leave Period: 1st January to 31st December of every year. Grant of leave shall depend upon the exigencies of the work and shall be at the discretion of the manager/management.

All regular employees are entitled to 27 days leave in a year. There are three types of leave: Casual, Sick and Earned. The details are as follows:

Casual Leave

Maximum Limit: 6 Days

Leave Application: A formal leave application needs to be submitted at least one day (or earlier) before commencement of leave. Non-compliance will result in it been treated as "Absenteeism". No Casual leaves will be entertained without prior permission.

Rules:

1. CL can be taken for minimum 0.5 to maximum 3 days. In case of more than 3 days leave, it should be taken as EL.
2. There are no casual leave carry-forwards. At the closing day of financial year any available leave under this head will lapse automatically.
3. Can not be appended with EL/SL.
4. Need to apply atleast a week before for 3 days leaves.
5. Pro rata entitlement for new joinee & resigned employees
6. All employees who worked for total of 10 days in a month would be eligible for prorata leave for that month.

Sick Leave



Maximum Limit: 6 Days.

Leave Application: Submission of leave application or intimation to office is expected.

Rules:

1. SL can be taken for minimum 0.5 to maximum 7 days (paid) .
2. There are no sick leave carry-forwards. At the closing day of financial year any available leave under this head will lapse automatically.
3. For all absences exceeding 3 days, medical certificate needs to be enclosed. For all absences exceeding 7 days, every additional day beyond the 7th day will be adjusted against Earned Leave in credit of the employee, subject to production of aforesaid medical papers.
4. SL can be appended with EL.
5. Pro rata entitlements for new joinee & resigned employees
6. All employees who worked for total of 10 days in a month would be eligible for prorata leave for that month.

Earned Leave/ Privilege Leave

Maximum Limit: 15 Days

Leave Application: Leave application needs to be submitted and approved by immediate manager, at least 15 days before commencement of leave.

Rules:

1. EL can be taken for minimum 3 to maximum 15 days . PL cannot be taken for less than 3 days.
2. EL are carried forward subject to maximum limit of 60 days. Any accumulation beyond 60 days, will lapse automatically at the end of the financial year
3. Pro rata basis for new joinee cannot be normally granted. It can be granted only if there are exceptional situations as given below with due approval from Reporting Manager:--
 - a. Death in Immediate Family (Spouse/Child/Parents)
 - b. Child Birth
 - c. Self marriage
 - d. Accidental Hospitalization.
4. Earned Leave will be credited in the beginning of Calender Year to every employee's account, but the entitlement will be proportional to the number of months worked. E.g. For every month completed in the pay roll of the company 1.25 days will be credited to the employee's entitlement.
5. For resigned employees their leaves entitlement would be calculated pro rata i.e. till their last day of work. Any excess leave taken would be adjusted in F& F.



Leave Policy for

PURPOSE OF LEAVE:

Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company.

LEAVE YEAR AND APPLICABILITY:

- Leave is not a matter of right.**
- Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- Leave year is from 1st January to 31st December.
- Eligible leave is credited to the employees on the 1st of January every year.
- The different types of leaves given under the policy are:

- **Casual Leave (CL)**
 - **Sick Leave (SL)**
 - **Earned Leave (EL)**
 - **Maternity Leave (ML)**
 - **Loss Of Pay (LOP)**
- ❑ **The Leave policy is applicable for all permanent staff of the company and as well as contract workers.**
 - ❑ Employees who are appointed during the course of the year shall be entitled to the above leaves on pro-rate basis.
 - ❑ **Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month.**
 - ❑ **Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.**
 - ❑ If an employee is relieved on any day between 1st to 15th of a month, then he / she is not entitled for leaves due for that month.
 - ❑ If an employee happens to leave on any day between 16th to the end of the month then he / she is entitled for leaves due for that month.



ELIGIBILITY:

All permanent staff & Contract workers.

Casual leave is calculated for a period of one year (January to December)

ENTITLEMENT:

- 1. 7 days of Casual Leave in a calendar year & according to HP Govt.**
2. A minimum of half CL can be availed & a maximum of 2 days in a row can be taken.
3. If CL extends beyond 2 days, then the excess days taken will be treated under LOP or Earned Leave..
4. It is up to the Management's discretion to sanction more than 2 days of CL at a stretch.
5. National / Festival / Declared / weekly off days can be prefixed and / or suffixed to CL.
6. Weekly off between CL will be treat as sandwich.
7. Intervening National / Festival / Declared holidays will **NOT** be counted as part of the leave.
8. Balanced CL remaining unutilized as on 31st December will lapse.

9. When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective H. O. D 's on the same day through phone.
10. Approved leave application should reach the HR department within 3 working days of rejoining.

SICK LEAVE

ELIGIBILITY

All permanent staff

ENTITLEMENT:

1. **7 days of Sick Leave (SL) in a calendar year & according to HP Govt.**
2. A minimum of half SL can be availed & a maximum of whatever is required or whatever is available, whichever is lesser
3. **If SL extends beyond 3 days, it has to be accompanied with a Doctor's certificate**
4. **In case adequate number of SL is not available with an employee, he can club EL with it. If EL is also not available, then it will be treated as LOP.**
5. **Intervening National / Festival / Declared holidays will be counted as part of the leave.**
6. **Balanced SL remaining unutilized as on 31st December will be carried forward to the next year.**
7. **A total of 30 SL can be accumulated after which it will start lapsing**
8. Inability to attend office because of any sickness should be notified to the respective
9. H. O. D's on the same day through phone.
10. **Approved leave application should reach the HR department within 3 working days of rejoining.**

EARNED LEAVE (EL)

ELIGIBILITY

1. All permanent staff and Contract workers.
2. EL is calculated for the days worked during the previous calendar year.

ENTITLEMENT

1. 1 EL for every 20 working days
2. EL will be credited to permanent staff & workers on completion of one year of service with the company, eligibility after 240 days of working days.
3. In case of staff 20 days are fixed on completion of one calendar year.
4. The days served under probation will be taken into account for EL eligibility.

5. EL can be availed only on prior approval.
6. National / declared / festival / weekly off days can be prefixed and / or suffixed to EL.
7. Intervening National / declared / festival / weekly off days will **NOT BE** counted as part of the leave.
- 8. Half day of EL cannot be taken. Minimum three days are required for EL and less than three days leave sanctioned by higher authority.**
- 9. Balanced EL remaining unutilized as on 31st December can be carried forward.**
10. **EL can be accumulated for a maximum of 90 days.**
- 11. Accumulated EL over and above 90 days can be encashed at the rate of last basic pay drawn on the 31st of March or during final settlement in case of resignation / retirement / termination.**
- 12. At the time of resignation / retirement / termination the balance EL will be encashed at the basic pay rate as on the day of resignation / retirement.**
13. Any absence of more than the number of EL sanctioned will be treated as leave without pay, unless given valid reasons to the management.

MATERNITY LEAVE (ML)

ELIGIBILITY:

All married female staff.



ENTITLEMENT:

1. 84 days of paid Maternity Leave is allowed to females who have to deliver a child
2. A female employee can adjust this leave before and after the delivery of child totaling it to 84 days.
3. Before availing this leave, a certificate from the gynecologist has to be submitted mentioning the expected date of delivery.
4. Intervening National / declared / festival / weekly off days will be counted as part of leave.
5. If, because of any complication, leave has to be extended, it can be done but will fall under LOP.

LOSS OF PAY (LOP)

1. LOP can be applied by an employee when no other leave is available.
- 2. During the period of LOP, the employee is not entitled for any pay or allowance.**
3. A maximum of 3 months of LOP can be availed on the approval of the management. (Exceptional cases like ML/SL, etc.)

4. **If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the company on his own accord.**
5. LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.
6. **LOP days will not be taken for EL eligibility.**

COMPENSATORY OFF

1. **If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he is eligible for Compensatory off on any other working day.**
2. **Official approval is required from the department head / management to work on such National / Festival / Declared / weekly off days. No compensatory offs will be entertained when worked on these days without proper approval.**
3. **The compensatory off has to be availed within a period of three months from the date worked.**
4. **Compensatory off when not availed within the stipulated time period will lapse.**
5. **Only two days of compensatory offs can be combined and availed at a stretch.**

LEAVE SETTLEMENT DURING RESIGNATION / RETIREMENT / TERMINATION:

If an employee to be relieved has availed more number of CL against the number of months he has worked, then the excess CL will be deducted during his final settlement.

EL for the days worked till the employee's date of relieving will be calculated and paid during the final settlement, provided he / she fulfils EL eligibility criteria.

PROCEDURE FOR APPLYING LEAVE

The available leave balance is to be checked by the employee with the HR department and the leave to be applied by duly filling up the leave application form and writing in a paper. The application has to be forwarded by the employee to their departmental head for approval. The departmental head is authorized to either grant or disapprove the leave on valid grounds. The approved leave application has to be submitted to the HR department for recordings and subsequent processing.

CANCELLATION OF LEAVE

1. The department head can also cancel the once sanctioned leave on situational / need basis. If an employee proceeds to avail the cancelled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

EXTENSION OF LEAVE

1. As it is necessary to get prior approval for leave so it is also for extension of leave. The employee has to apply to his/her department head for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as absence from duty, if there is no any information to HOD by phone or telegram.

ABSENCE FROM DUTY

1. When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.
2. **The days of absence will be treated under Loss of Pay.**
3. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again.
4. If an employee is absent from duty continuously for more than 7 days (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the HR department will be sent to him asking to report to duty and to provide explanation for his absence.
5. Based on the enquiry any action deemed fit will/would be taken by the management.
6. If there were no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the company on his own accord and recorded accordingly.

1. Objective

1.1.1 To notify all regular employees of XYZ to know about their leave eligibility and leave rules.

1.2 To enable employees to maintain their work life balance.

2. Applicability

2.1 This policy is applicable to all regular employees of XYZ GROUP

3. Operational Definition

3.1.1 **Casual Leave:** To attend any personal work / personal emergencies for a continuous period of not exceeding **3 days**.

3.1.2 **Sick Leave:** sick leave can be availed by employees in order to recuperate from any kind of illness for employees.

3.1.3 **Earned Leave:** Earned leave can be availed by employees for going on a vacation/holiday.

3.1.4 **Prolonged illness:** Employees while in service found to be suffering from any prolonged illness which require leave for longer period i.e. 45 days to 90 days.

3.1.5 **Maternity Leave:** Female employees will be entitled for maternity leave as prescribed under Maternity Act.

3.1.6 **Sanctioning Authority:** Reporting authority mentioned in the appointment /offer letter will be the leave sanctioning authority.

4. Policy

4.1.1 **Casual Leave :**

4.1.2 All permanent employees are entitled to 12 casual leaves per annum. Casual leave can be availed by employees to attend any personal Exigencies.

4.1.3 Employees' Joining in the middle of the year casual leave eligibility will be given on prorata basis i.e. one leave per month. For this purpose employee who joined on or before 15th any month they will eligible to

avail one casual Leave and those who join on or after 16th of any month they will be eligible for casual leave on completion of one full month and remaining days in the first month of joining.

4.1.4 **Maximum of 3 casual leaves** at a time only can be availed by employees with prior approval and the same cannot be prefixed or suffixed by any other leave.

4.1.5 Weekly off falling between two casual leaves, weekly off will be treated as casual leave/LOP subject to availability of leave balance.

4.1.6 Depending upon individual employee requirement half day casual leave is allowed subject to prior approval by sanctioning authority.

4.1.7 Consolidate category employees are entitled 1 casual leave per month which can be accumulated subject to maximum period of 3 months.

4.1.8 **Sick Leave:**



4.1.9 All permanent employees are entitled to 6 sick leaves per annum. Sick leave can be availed by employees on the ground of any sickness or accident.

4.1.10 Employees' Joining in the middle of the year sick leave eligibility will be given on prorata basis I.e. one leave per 2 months completed service. For this purpose employee who joined on or before 15th of any month they will eligible to avail one sick Leave on completion of two months service and those who join on or after 16th of any month they will be eligible for Sick leave on completion of two full months and remaining days in the first month of joining.

4.1.11 Requisition for sick leave can be made over phone on the same day or with a formal intimation within 24 hours after resuming work.

4.1.12 Not more than 2 sick leaves should be availed at a stretch and the leave period if exceeds two days a medical certificate and fitness certificate should be furnished on the day of resuming.

- 4.1.13 The company may require the employee to appear a before a designated doctor, if the employee is taking sick leave too often.
- 4.1.14 Sick leave cannot be preceded or succeeded by casual or earned leave.
- 4.1.15 Weekly off falling between two sick leaves, weekly off will be treated as sick leave/LOP subject to availability of leave balance.
- 4.1.16 **Earned Leave:**
- 4.1.17 All permanent employees are entitled to 12 Earned leaves per annum. Earned leave can be availed by employees to go on a vacation or a holiday.
- 4.1.18 Employees' Joining in the middle of the year earned leave eligibility will be given on prorata basis i.e. one leave per month. For this purpose employee who joined on or before 15th any month they will eligible to avail one earned Leave and those who join on or after 16th of any month they will be eligible for earned leave on completion of one full month and remaining days in the first month of joining.
- 4.1.19 Requisition for earned leave should be made with a formal intimation of minimum 2 weeks along with intimation about the employee who will take charge of the routine work in the absence of employee concerned.
- 4.1.20 While availing Earned leave intermediate weekly offs/ declared holidays will be excluded for the purpose of counting earned leave. Accumulation of earned leave is allowed up to a maximum period of 60 days.
- 4.1.21 Earned leave beyond 60 days can be en-cashed by the employees subject to a maximum of 8 days at a time in the month of January every year. For this purpose the basic salary will be taken as salary for calculating the leave en-cashment.

4.1.22 Prolonged Illness:

4.1.23 Sanction of this leave will be at the sole discretion of the Company.

4.1.24 Permanent employees who have completed continuous service period of five years are eligible to apply for the leave as per clause no.3.1.4

4.1.25 Employees who wish to avail this have to obtain a medical certificate from a qualified medical practitioner and submit the same to VP-HR duly recommended by the functional head.

4.1.26 Based on the recommendations of VP-HR, this special leave will be sanctioned by the CMD.

4.1.27 Maximum of 3 months leave on loss of pay can be granted with.

4.1.28 Before using this leave, the available leave balance to the credit of employee will be adjusted.



4.1.29 This leave does not cover pre-natal/maternity leave.

4.1.30 Maternity Leave:

4.1.31 The maximum period for which any woman shall be entitled to maternity benefit shall be 12 weeks of which not more than 6 weeks shall precede the date of her expected delivery.

4.1.32 No woman shall be entitled to maternity benefit unless she has actually worked in an establishment of an employer for whom she claims maternity benefit, for a period of not less than 80 days in the 12 months immediately preceding the date of her expected delivery.

- 4.1.33 In case of miscarriage a woman shall on production of proof from a qualified medical practitioner, be entitled to leave with wage at the rate of maternity benefit, for a period of six weeks immediately following the day of her miscarriage/ medical termination of pregnancy.
- 4.1.34 In case of tubectomy operation a woman shall, on production of proof from qualified medical practitioner, be entitled to leave with wages at the rate of maternity benefit for a period of 2 weeks immediately following the day of her tubectomy operation.
- 4.1.35 Utilization of any other leave available to their credit can also be availed by women employees before or after the maternity leave.

5. Procedure

5.1 Head Office, Plants, R&D Office :

- 5.1.1 Leave cards/ Leave Applications will be maintained location wise by the respective Admin/Plant HR Executives as per the policy guidelines prescribed.
- 5.1.2 On a monthly basis the details of leave sanctions will be incorporated in the format prescribed, which will be signed by location head and the admin/Plant HR personnel and the scanned/photo copies of the same will be sent to Executive HR (Payroll) for the purpose of processing the monthly payroll.
- 5.1.3 It is a responsibility of the respective location admin/Plant HR representative to maintain the original leave applications/leave registers etc.
- 5.1.4 The nature of business being seasonal in nature employees are advised to have leave planning in such a manner that seasonal work will not be effected.
- 5.1.5 **Field Staff (working in Marketing, Production and R&D:**

- 5.1.6 Employees working in the field depending upon their requirement apply leave through E-Mail to their respective reporting head with a copy to Executive HR/Manager HR (Payroll).
- 5.1.7 The reporting heads based on work exigencies sanction/reject the leave by marking a copy of the E Mail to Executive HR/ Manager HR (payroll) at HO.
- 5.1.8 All field staff leaves records & balance will be maintained at HO.
- 5.1.9 In the absence of not receiving any leave application from the field staff, full attendance will be considered by the executive HR/ Manager HR (payroll) at HO.
- 5.1.10 In the event of no response from the reporting head for any leave application from the field staff, it will be presumed that the leave application rejected and accordingly absent will be marked in the leave period.
- 5.1.11 In the event of leave postponement, cancelation specific mail information is required to be sent to executive HR/ Manager HR (Payroll) at HO.
- 5.1.12 On a monthly basis the details of leave balance and leave utilization of all individual employees will be reflected in the pay slip. Any variation observed by the field staff, the same needs to be informed to Executive/HR Manager HR(Payroll) at HO for necessary clarification and to do the needful.
- 5.1.13 The nature of business being seasonal in nature employees are advised to have leave planning in such a manner that seasonal work will not be affected.



6. Responsibility

- 6.1 **Respective Employee** (HO, Plants and R&D offices)
 - 6.1.1 To record attendance daily as per the stipulated procedure,
 - 6.1.2 To apply leave, on duty, regularization of attendance/LOP/ in payroll in Advance/immediately after resuming for work.
 - 6.1.3 To check the leave balance mentioned in payslip and clarifies with HR Executive/Manager HR(Payroll) before processing next pay-slip.

7. Functional Head/ Reporting Heads

- 7.1 To ensure that the employee has regular attendance, reviews attendance and monitor chronic absentees
- 7.2 To approve/reject Employees' leave, on-duty, regularization in payroll to avoid leave without pay of their reportees.

8. Manager HR/Executive – HR (Payroll)

- 8.1 To monitor the attendance data from the attendance registers on daily basis.
- 8.2 To capture leave, on duty, regularization, from registers and ensure the availability of forms from the same.
- 8.3 In the absence of receipt of OD/OT form absent will be marked for the employee concerned and regularization of above will be done only on receipt on the same.
- 8.4 To calculate the working days for leave eligibility and encashment.
- 8.5 To consolidate the attendance for monthly payroll inputs and upload in Grey-tip for payroll processing
- 8.6 To check new joiners pay documents and ensuring that AGM- HR authorize in writing for each of the new joiner pay details in grey tip payroll system before processing their first month salary. Signed document will be filed in employee personal file. Consolidate all resignees based on the written information of reporting heads apart from executing hold salary instructions.
- 8.7 To create data leave base for all field staff and update on a daily based on emails received from field staff/reporting head.

9. Cross reference

9.1 Employee Time Management Policy

9.2 Working on National & Festival Holiday Policy

Prepared By: HRD
VP- HR

Approved By: CMD

(Signed original copy of this policy is retained in the records)

POLICY AMENDMENT FORM

Date of Last Change	
Addition / Modification / Deletion	
Clause Changed	
Date of Change	
Authorized By	
Change made	
Signature of Authorizing Employee	