

Title: Leave

Category: [Leave Policy](#)

Policy:

1. OBJECTIVE

To provide guidelines different leave types available and their entitlements viz., Casual Leave, Sick Leave, Privilege Leave, Maternity Leave, Miscarriage Leave, Paternity Leave, Leave Without Pay, Compensatory Off, Extraordinary Leave.

2. Eligibility & APPLICABILITY

2.1. All the Employees on regular rolls of the Company.

2.2. Leave Policy will not be applicable to those covered or governed by other agreement/s and/or settlements.

3. RASCI

Responsible: Individual

Approver: Reporting Manager

Inform: SSC-WFA (through Workflow)

4. POLICY & PROCEDURE

4.1. For the purpose of leave, "year" shall mean the calendar year commencing from 1st January and ending on 31st December.

4.2. The applicable Casual Leave, Sick Leave and Privilege Leave shall be credited in advance on 1st January of every year. The quantum of Leaves so credited would be to the extent the employees are expected to earn during the period commencing from the date on which the leave is credited.

4.3. In case of new employees who join during the year, leave shall be calculated and credited on pro-rata basis for the balance part of the year and shall be credited on the date of joining.

4.4. All leaves must be applied in Leave Management section of online employee portal – Navyata. Approval shall be taken before proceeding on leave. Employees not able to access Navyata should apply Leave in Annexure-1.

4.5. 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. HOD should inform HR Department about the same, through an email.

4.6. All leave information/attendance regularization should be updated in the system on or before 18th of every month.

4.7. For claiming tax exemption on LTA, employees should avail continuous 5 working days of Privilege Leave in a year.

4.8. All Leaves are required to be mandatorily approved by the reporting manager. Leave approvals are at the discretion of the reporting manager.

5. ENTITLEMENT & PROCEDURE FOR AVAILING LEAVE

5.1. Casual Leave (CL)

5.1.1. All employees are eligible for 12 working days of CL in a calendar year.

5.1.2. Employees can avail CL for half a day.

5.1.3. Prefixing or Suffixing to intervening holidays (National/Festival)/Weekly Off is permissible.

5.1.4. CL can be availed at a stretch and can be clubbed along with other Leave types like Sick Leave, Privilege Leave, etc.

5.1.5. Un-availed CLs will automatically lapse at the end of the Calendar Year.

5.2. Sick Leave (SL)

5.2.1. All Employees are eligible for 6 days of sick leave in a year including Consultants/ Advisors.

5.2.2. Proof of sickness (Certificate from a Registered Medical Practitioner) should be produced for absence exceeding 2 days.

5.2.3. Employees can avail SL for half a day.

5.2.4. Sick leave can be accumulated without any limit and shall lapse when the employee retires.

- 5.2.4. Sick leave can be accumulated without any limit and shall lapse when the employee retires, resigns or is terminated.
- 5.2.5. Sick leave cannot be encashed, but can be carried forward to the subsequent year and will lapse on cessation of employment.
- 5.2.6. If all Sick Leaves has exhausted, PL/CL can be adjusted against leave taken due to sickness, at the employee's request.

5.3. Privilege Leave (PL)

- 5.3.1. All employees on regular rolls are eligible for 24 working days of PL in a year.
- 5.3.2. Employees on probation are also entitled for PL.
- 5.3.3. Trainees are not entitled for Privilege Leave.
- 5.3.4. Employees can avail a minimum of one day PL only.
- 5.3.5. Prefixing and suffixing to intervening holidays and weekly offs is allowed.
- 5.3.6. Employees wishing to proceed on PLs for more than 5 days should get their leave approved from the HOD at least 5 days in advance.
- 5.3.7. The entitled PLs can be utilized by an employee in one go. In case s/he leaves the Company, the amount of leave not accrued by then but availed by the employee, shall be adjusted against the Full and Final Settlement.
- 5.3.8. PL can be accumulated to a maximum of 90 days. Leaves over and above this limit will Lapse automatically. This will be effective 31st Dec 2019.
- 5.3.9. For tenured employees who have more than 90 leaves as on 31st Dec 2019, the leaves in excess of 90 will be kept in a **separate PL Bank** up to a maximum of 90. Encashment at the time of separation/superannuation shall be done on the total frozen PLs as on 31st Dec 2019. However, encashment will be on the last drawn basic salary at the time of separation/superannuation.
- 5.3.10. Employees will not be allowed to avail PLs in the PL Bank. However, if all the other leaves are exhausted, leaves in PL Bank can be availed with approval from HOD in case of critical illness, accident while on work or while coming to office, surgery, etc.
- 5.3.11. Out of the annual accrual of 24 Leaves, only 12 un-availed leaves would get carry forwarded to subsequent year. Rest of the un-availed leaves, will get lapsed. This will be effective 1st Jan 2020.
- 5.3.12. For employees joining the company from 1st Jan 2020 onwards, prorated leaves get accrued for the period from the date of joining up to 31st Dec 2020. Out of these pro-rated leaves, only half of the un-availed leaves would get carry forwarded to subsequent year and rest of the leaves will get lapsed at the end of the year, i.e., 31st Dec 2020..
- 5.3.13. Accumulated Privilege Leave can be encashed subject to Tax and other statutory deductions at the time of separation. Basic monthly salary will be reckoned for calculation of leave encashment.
- 5.3.14. Employees should plan and schedule their leave while availing Privilege Leave so that it does not interfere with their office operations.

5.4. Maternity Leave (As per the Maternity Benefit Act)

- 5.4.1. Female employees on regular rolls of the Company are eligible for Maternity leave, provided they have worked with Company for a minimum of 80 days in the twelve months immediately preceding the date of expected delivery.
- 5.4.2. Female Employees on Probation can also avail maternity leave provided they had served the Company for a minimum 80 days before applying for Maternity Leave.
- 5.4.3. Maternity leave benefit shall be applicable to an employee for first two confinements and first two miscarriages only. In case of miscarriage a maximum of 6 weeks leave is only allowed.
- 5.4.4. The maximum period for which any Female Employees can avail Maternity benefit will be 26 weeks of which not more than 8 weeks shall precede the date of her expected delivery. Provided further that the maximum period entitled to maternity benefit by a female employee having two or more than two surviving children shall be 12 weeks of which not more than 6 weeks shall precede the date of expected delivery. The leaves can be availed as per the above guidelines or at a stretch as per the convenience and choice of the employee and the above period shall be inclusive of weekly offs and holidays.
- 5.4.5. Maternity leave for adoptive and commissioning mothers: 12 weeks of Maternity leave may be availed by any female employee who:
 - 5.4.5.1. Legally adopts a child below three months of age; or
 - 5.4.5.2. Is a commissioning mother
- 5.4.6. In order to avail this benefit, the applicant has to inform the HOD at least 8 weeks prior to proceeding on leave and enclose Certificate from the Medical Practitioner in support, with the leave application.
- 5.4.7. In lieu of un-availed Maternity Leave, no claim for payment can be made

5.4.7. In lieu of unfavoured maternity leave, no claim for payment can be made.

5.4.8. Maternity leave is in addition to other leave facilities of the Company.

5.4.9. This Policy will be effective from 1st March 2017 and shall cover all the employees currently availing maternity leave.

5.4.10. Female employees covered under the ESI act shall be eligible for maternity benefit as per the amendment to the ESI act date 20th Jan 2017.

5.5. Paternity Leave

5.5.1. All the married Male employees on regular rolls of the Company are eligible for Paternity Leave.

5.5.2. Paternity Leave shall be allowed for a period of 3 working days at a stretch during the confinement of his spouse subject to a maximum of 2 occasions.

5.5.3. In order to avail this benefit, the applicant has to inform the HOD prior to proceeding on Paternity Leave and the leave application should be supported by a certificate from the medical practitioner with regard to confinement of his spouse.

5.5.4. Paternity Leave will be in addition to other leave facilities of the Company.

5.5.5. Paternity Leave application form has to be filled-in and submitted to HR Department after obtaining necessary approval of the HOD. Paternity leave can be clubbed with all the other Leave types.

5.6. Extra Ordinary Leave (EOL)

5.6.1. An employee is eligible for Extra Ordinary Leave (EOL) with pay for not more than 180 days during the entire period of service. Such leave can be availed only in case of some extraordinary circumstances like accident while coming to office, critical sickness, operations etc. which takes time for recovery. An employee can avail EOL with recommendation of HOD / HR and approval from CEO, if there is no other leave to her/his credit. Frozen PLs for tenured employees, if available, have to be consumed before applying for EOL.

5.6.2. EOL application shall be routed through Head HR

5.6.3. It shall not be treated as break of service in case an employee avails EOL.

5.7. Leave Without Pay (LWP)

5.7.1. If an employee has exhausted all types of leave, s/he may be allowed to take leave without pay up to a maximum of 90 days in a year (i.e. 90 calendar days inclusive of all holidays/ Sundays), subject to the approval / discretion of HOD and HR Department. HOD and HR Department will look into the reasons for availing such leave.

5.7.2. It shall not be treated as break of service in case an employee avails LWP.

5.8. Compensatory Off (C-Off)

5.8.1. If an employee works for full day on weekly off/rest day which is not a national holiday (although it may be paid/closed holiday) he shall be allowed one day's compensatory off in lieu of this extra one day/shift work.

5.8.2. If an employee works for a full day on any of the National and Festival Holidays s/he will be allowed one day compensatory off in lieu of this extra one day/shift work.

5.8.3. Compensatory off shall have to be availed within the same calendar year following the day in which it is accrued. Else it will lapse.

5.9. Trainees/Graduate Engineer Trainees/Management Trainees

5.9.1. Trainees are eligible only for Casual Leave of 12 days p.a. only. No other leave is applicable to them. They can avail it at a stretch, but the total absence from duty cannot be more than 10 days including intervening holidays.

5.9.2. Trainees, once confirmed will be eligible for all Leave types for the calendar year on a pro-rated basis from the day of confirmation.

Policy Name: Leave

FAQs: FAQs

Q1. Can an employee utilize accumulated sick leave in lieu of Notice Period during separation?

A1: Sick Leave cannot be utilized in lieu of notice period; either they have to be utilized or else the accumulated sick leave will get lapsed.

Q2: Is leave policy/encashment applicable to Principal Associates?

A2: Yes, it is applicable to Principal Associate. However all Principal Associates are also governed by their respective Contract Terms.

Q3: I have accumulated 204 PLs as on today. I have not availed any PL in the year 2016 so far. What is the

Q3: I have accumulated 204 PLs as on today. I have not availed any PLs in the year 2019 so far. What is the impact on change in PL policy on my leaves for the year 2019 and 2020.

A3: As per the earlier policy, the accrual limit was 180, which you have already reached. As per the new policy, 90 PLs will get carry forwarded to year 2020 and 90 will be kept in separate PL Bank. You will also get 24 leaves accrued for the year 2020 on 1st Jan 2020. Hence, on 1st Jan 2020, you will have $(90+24) = 114$ PLs and 90 PLs in PL Bank.

Q4: Currently only CLs get lapsed at the end of each calendar year. How does the PL lapse as per the new policy?

A4: 24 PLs get credited in advance on 1st Jan 2020. If none of these 24 PLs are utilized during the year – 2020, 12 un-utilized PLs would get lapsed on 31st Dec 2020.

Q5: Is the PL Bank added with PLs in excess of 90 only on 31st Dec 2019 or will it be added with PLs if it goes beyond 90 on 31st Dec 2020 also.

A4: PL Bank will be added with leaves of tenured colleagues on 31st Dec 2019 as a one-time adjustment due to change in policy. No further additions will be made from 31st Dec 2020 onwards. The maximum accumulation limit of PLs in active account will be 90 only.

Attachments:

[Leave Policy Annexure - I.docx](#)