

# **LEAVE POLICY AND ATTENDANCE POLICY**

## **I. LEAVE POLICY**

### **INTRODUCTION**

At **M/s Qutrix Solution Private Limited** (the Company), it is important that all the employees are about the leaves and holidays followed at the Company. Employees need adequate time to celebrate festival holidays, rest and recuperate and spend quality time with family and friends, as well as strike a perfect balance with their work life at the Company.

- Leave is a privilege extended by the Company to its Employee, and not a right. It shall be the Company's discretion to grant leave to all applicant employees, considering the exigencies of business and the need of the Employee at that time.
- The objectives of this Leave Policy are, to inform all employees of the company, regarding:
  - ❖ The current rules on the types of leave and their eligibility.
  - ❖ Administration and Accounting of leave.
  - ❖ Guidelines for Applicants, Granting Authorities and Administrative Authorities.
  - ❖ The said leave policy is subject to change from time to time, in accordance with the Company's business objectives.

### **PURPOSE**

To communicate the rules and regulations and modes of application of leave to all the concerned employees.

### **OBJECTIVE**

- We recognize and respect employees' needs for leave time away from work. The Company strives to create and maintain a balanced work schedule for its employees and promotes quality of life through its varying leave programs.
- All permanent employees both full-time and part-time are eligible to receive leave. Temporary employees and employees undergoing probation period are not eligible to receive leave time with pay from the Company.

- This Policy encourages its employees to take a break from work as this is essential for the health and efficiency of the Employees. The leave policy sets out the various types of leaves that an employee is eligible for and outlines the procedure for availing the same.

## LEAVE OUTLINE

- Leave year is calculated from \_\_\_\_\_ to \_\_\_\_\_ of each year.
- Sanctioning of leave is solely at discretion of the Management and decision with regard to the same based on exigencies of business or seriousness of the case.
- The different types of leaves covered under this policy are:
  - ❖ Casual Leave (CL)
  - ❖ Sick Leave (SL)
  - ❖ Maternity Leave for female employees
  - ❖ Earned Leave (EL)
  - ❖ Public Holiday
  - ❖ Restricted Holidays
  - ❖ Loss of pay (LOP)
  - ❖ Compensatory Off
- Every employee will be entitled for the following leaves:

## CASUAL LEAVE

- **Objective:** To attend to personal exigencies arising out of unforeseen circumstances.
- **Eligibility:**
  - ❖ All Employee shall be eligible for \_\_\_\_ **days** of casual leave in every calendar year.
  - ❖ In case of Employees who join the Company during the calendar year, the amount of casual leave shall be prorated.
  - ❖ Casual leave cannot be availed for less than half a day or more than \_\_ days at a time. Casual leave at a stretch beyond two days shall be treated as absent without leave or Loss of pay.
  - ❖ Holidays and weekly off days occurring during the period of Casual leave shall be counted as part of the leave.

- ❖ Casual leave cannot be combined with any other type of leave. If an Employee takes casual leave and thereafter falls ill requiring sick leave the entire period shall be converted into sick leave.
- ❖ All consultants and probationers are eligible for Casual leave of \_\_\_ day(s) for every completed month of employment, subject to a maximum of \_\_\_ days Casual Leave per year.
- **Accumulation:** Casual leave is non-cumulative and also non-encashable. Casual leave which has not been availed shall automatically lapse at the end of every calendar year.
- **Administration:**
  - ❖ Employee must obtain prior sanction before proceeding on casual leave. When this is not possible, they shall as soon as practicable, inform their reporting manager of their inability to attend duty, giving reasons thereof and should obtain approval through prescribed application form immediately on resuming duty.
  - ❖ Grant of casual leave shall be subject to exigencies of business and the discretion of the leave sanctioning authority. Employee shall be eligible for \_\_\_\_ days of sick leave in a calendar year.

## **SICK LEAVE**

- **Objective:** To provide rest during recovery of Employee from sickness.
- **Eligibility:**
  - ❖ Sick leave shall be prorated in the first and last year of service
  - ❖ Sick leave applications for more than \_\_\_\_ days must be supported by a certificate from a Registered Medical Practitioner.
  - ❖ Holidays and weekly off days occurring during the period of sick leave shall be counted as part of the leave.
- **Accumulation:**
  - ❖ Accumulation of sick leave is permissible up to \_\_\_\_ days.
  - ❖ Sick leave which is accumulated can be availed only after due application for the same is made by the Employee and special approval granted by the Reporting Head.
  - ❖ Sick leave is not encashable.

- **Administration:**

- ❖ Employee absenting from duty on account of sickness must immediately notify their immediate superior of their absence due to illness.
- ❖ Immediately on resuming duty, the Employee must submit the leave application along with the medical certificate and fitness certificate issued by a registered medical practitioner.
- ❖ Sick leave is a contingency leave and can be availed only when an Employee is disabled due to illness from performing his/her day to day duties. Sick leave should not be treated as substitute for casual leave. Availing sick leave for purpose other than genuine sickness amounts to malingering, which shall be dealt with appropriately by the Reporting Lead/immediate superior.
- ❖ Accumulated Sick leave shall be granted only in emergency cases, after full Casual Leave/Earned leave of the applicant for the current year has been exhausted.
- ❖ The Company reserves the right to obtain a second medical opinion in respect of an Employee who is found to be availing sick leaves frequently without sufficient grounds or any noticeable illness.

## **MATERNITY LEAVE**

- **Eligibility:**

- ❖ All female employees on confirmed employment (post probation) who have at least worked for 80 continuous days in the past 12 months with the company are eligible for Maternity Leave.
- ❖ The maximum period for which an employee can be entitled to maternity benefit shall be \_\_\_\_ weeks of which not more than \_\_\_\_ weeks shall pre-natal leave.
- ❖ For female employees with two surviving children, the maximum period of maternity leave shall be \_\_\_\_\_ weeks with \_\_\_\_\_ weeks of pre-natal leave.
- ❖ Notwithstanding any provisions of this Policy, no female employee shall be entitled to the Maternity Benefit until and unless she has worked for a minimum period of \_\_\_\_\_ days in the twelve months immediately preceding the date of her expected delivery.

- **Regulations**

- ❖ The applicant should inform about her pregnancy to the HR department minimum of \_\_\_ months in advance before proceeding on leave.
  - ❖ The application should be supported by a medical certificate confirming the pregnancy and expected date of childbirth.
  - ❖ The applicant can avail of \_\_\_ weeks leave before the date of delivery and \_\_\_\_\_ weeks leave post-delivery. The maximum leave benefit under normal circumstances will be \_\_\_ weeks.
  - ❖ Un-availed Maternity Leave is non-cashable.
  - ❖ The weekly offs and holidays falling during this period will be part of the leaves availed.
- **Leave in case of miscarriage**
    - ❖ In the case of miscarriage or medical termination of pregnancy, an employee is entitled to \_\_\_ weeks of paid maternity leave.
    - ❖ The employee shall produce a valid medical certificate from a registered medical practitioner along with her leave application and forward it to the HR department minimum of \_\_\_\_\_ weeks in advance.
    - ❖ The leave benefit under this clause is permissible only for the purpose it is intended for.

## **PUBLIC HOLIDAYS**

As declared every year, including but not limited to Republic Day, Independence Day, Gandhi Jayanti, Diwali, and Christmas.

## **RESTRICTED HOLIDAYS**

- **Objective:** To attend to religious festivals of their choice from the list of restricted holidays declared by the company every year.
- **Eligibility:**
  - ❖ All Employees shall be eligible to avail special casual leave on \_\_\_\_\_ restricted holidays per year.

- ❖ Employees have to apply for special casual leave one week in advance to avail Restricted Holiday.
- ❖ Restricted Holiday List will be promulgated by the company along with the Public holiday list, every year.
- **Accumulation:**
  - ❖ Restricted Holiday cannot be accumulated & en-cashed. Restricted holiday which is not availed shall automatically lapse at the end of every calendar year.
- **Administration:**
  - ❖ Employee must obtain prior CL approval before proceeding on RH.
  - ❖ Grant of RH shall be subject to exigencies of business and the discretion of the leave sanctioning authority.

## **EARNED LEAVE**

This is designed to give the employees vacation periods for rest and relaxation and to provide time off for personal needs.

- **Eligibility**
  - ❖ All permanent employees are eligible to avail earned leave after completion of \_\_\_\_ year of employment at the Company.
  - ❖ Earned leave is calculated for a period of one calendar year. (\_\_\_\_ to \_\_\_\_)
- **Entitlement**
  - ❖ \_\_\_\_ Days earned leave is allowed to each employee. Out of \_\_\_\_ days leave credited for the year, any un-availed paid leave in excess of 10 days at the end of the year will lapse automatically.
  - ❖ 1 earned leave is credited for every 1.25 days worked by the employee.

## **NORMS**

- Holidays and weekly off may be prefixed or suffixed with Earned Leave.
- Holidays and weekly off falling during the period of leave will be counted as leave.
- The maximum unit of availing EL would be \_\_\_\_ days at a stretch.

## **ENCASHMENT**

Earned Leave can be en-cashed at the end of the calendar year. The overall limit on encashment is \_\_\_ days only.

### **PROCEDURE**

- All the employees are required to submit a leave plan to their respective head of the department stating when he/she intends to take paid leave.
- Employees should submit application for leave in the prescribed format, \_\_\_ days in advance to his/her departmental head. Prior approval of earned leave is mandatory.
- All leave will be sanctioned by the departmental head and sent to the HR department for records.

### **LOSS OF PAY (LOP)**

- LOP can be applied by all employees, even employees under probation period when no other leave is available.
- During the period of LOP, the employee is not entitled for any pay or allowance.
- LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.
- Sudden holidays will not be considered EL and if sick and casual leaves have been exhausted then such a leave will result in loss of pay.

### **COMPENSATORY OFF**

- 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.
- 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 an Employee works on these days without proper approval.
- The compensatory off has to be availed within a period of three months from the date worked.
- Compensatory off when not availed within the stipulated time period will lapse.
- Only two days of compensatory offs can be combined and availed at a stretch.

## II. ATTENDANCE POLICY

### INTRODUCTION

Punctual and regular attendance is an essential responsibility of each employee at **M/s. Qutrix Solution Private Limited**. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This Policy does not apply to the leaves covered by “LEAVE POLICY”.

### ABSENCE

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- *Excused absence* occurs when the absence is covered by the “*Leave Policy*”.
- *Unexcused absence* occurs when absence is not covered by “Leave Policy”. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

*An unexcused absence counts as one occurrence for the purposes of discipline under this policy.*

### TARDINESS AND EARLY DEPARTURES

- Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.
- Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.



- Tardiness and early departures are each one-half an occurrence for the purpose of disciplinary action under this policy.

### **DISCIPLINARY ACTION**

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Disciplinary action shall involve deduction of an amount as deemed fit by the HR Department from monthly salary of the Employee as fine. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination.

### **JOB ABANDONMENT**

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.