

IHUB ANUBHUTI-IIITD FOUNDATION

(A Section 8 Company Promoted by IIIT-Delhi)



IHUB ANUBHUTI-IIITD FOUNDATION

Leave Policy 2021

IHUB/P/2021/3

November 2021

IHUB ANUBHUTI - IIITD FOUNDATION
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1. Objective

To make employees of iHub Anubhuti-IIITD Foundation (referred to as “Company” hereinafter) aware about the Leave policy, procedures and benefits.

2. Applicability

This Policy is applicable to all employees and team-members of Company (referred to as “Employee/s” hereinafter).

3. Leave Entitlement, Procedure and Encashment

All the Employees may avail of the leaves and the Company shall observe the holidays as per table below:

Type of Leave	No. of Days per Calendar year
Company’s Holidays	As per list announced by Company for the Calendar year
Casual Leave	08
Earned Leave	30 (2.5 days per completed calendar month) Carryover of leaves up to 20 days shall be allowed per year. Of the accumulated leaves, leaves up to 10 days can be en-cashed every year subject to a maximum of 180 days during the service.
Paternity Leave	15 days
Maternity Leave	180 days (as per Government of India rules)
Medical Leave	Up to a maximum of 10 days. The leave shall be admissible in case of serious illness of self/spouse requiring hospitalization. CEO shall be the deciding authority.

Employees are expected to take leave in a manner that has a minimal impact on their assigned duties. The leave entitlement shall be calculated on the basis of a calendar year.

Leave shall be applied well in advance over email or as decided from time to time. Reporting Manager will approve the leave considering work exigencies and balance leave in account. Medical leave shall be approved by the CEO only in case of hospitalization. Manager TiH shall maintain an excel sheet indicating opening leave balance, availed leaves and balance leaves at the start of the year for every employee. This shall serve as a reference for payroll. For preparation of salary, every month, by 25th day of the month, the Manager TiH shall forward to Finance & Accounts (F&A) Division the details of number of days for which salary is to be deducted, if any, and any other deductions having bearing on the salary of the concerned. The Manager TiH

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shall also forward to F&A division the information of new joiners for the purpose of preparation of salary for the month. Salary of those who have joined after 25th day of the month shall be released by F&A division as supplementary salary after completion of the month. In case no details for the month are required to be forwarded, full salary for each individual is prepared by the F&A Division. Unapproved Leaves shall be treated as Leave without Pay and deduction towards same shall be done in the subsequent month.

Casual Leave (CL)

A maximum of 8 days of casual leave each year is permitted. The Employees should inform the Reporting Manager (by email) about this leave, preferably before the leave is availed. Not more than 5 days' of CL can be availed at a stretch.

Earned Leave (EL)

Employees are entitled to 30 days of EL (@ 2.5 Leave per completed month of service). Carryover of leaves up to 20 days shall be allowed per year. Of the accumulated leaves, leaves up to 10 days can be en-cashed every year.

Medical Leave (ML)

Medical leaves up to 10 days can be availed in case of serious illness of self/spouse requiring hospitalization. CEO shall be the deciding authority.

Maternity and Paternity Leave

180 days of Maternity and 15 days of Paternity Leave shall be granted as per Government of India Rules, as amended from time to time.

Other Leaves

All other leave requests not falling in one of the categories above shall be applied to the CEO, who shall decide on a case-by-case basis.

Leave Encashment:

The Encashment of Earned Leave on separation due to any reason will be as under:

Period of Service	Maximum Earned Leave for which encashment will be allowed at the time of leaving the Company (days)
Up to 01 year	No encashment
More than 01 year up to 02 years	20
More than 02 years up to 05 years	50
More than 05 years up to 10 years	100

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More than 10 years up to 15 years	150
More than 15 years	180



(Mukesh Malhotra)
CEO

Date: 29-11-2021
Place: Delhi

Copy to (thru e-mail):

1. iHub Chairman
2. iHub Project Directors
3. All iHub Employees
4. Official Website of the iHub