

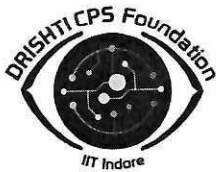
# Leave Policy

## IITI DRISHTI CPS Foundation

(Section 8 company)

A venture of IIT Indore

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**Revision History**

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## **1. Introduction**

*Leave* is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose, planned activity or on medical grounds or in extraordinary conditions. This policy shall apply to all the employees of IITI DRISHTI CPS Foundation.

## **2. National and Festival Holidays**

National and festival holidays in accordance with the approved calendar of IITI DRISHTI CPS Foundation.

## **3. Leave Entitlement**

An employee is entitled to a maximum of 30 earned leave (EL) every calendar year, which accrues at the rate of 2.5 for each completed month of service. In addition, employees can avail 9 days of casual leave (CL) per year.

These rules are applicable for the contractual employee on the company roll on a pro-rata basis if the employment is for less than 12 months.

No leave will be carried forward beyond contract tenure, and there is no provision for leave encashment.

## **4. Rules Regarding Grant of Leave**

- The year for the purpose of Leave accounting shall be the calendar year (January to December).
- All planned leave has to be mutually agreed upon and take into account workload, deadlines, and employees' needs.
- Leave must be approved in advance, except when the employee can not anticipate the absence.
- Absence from duty after expiry of leave/ without sanctioned leave will be considered as Leave Without Pay (LWP).
- No encashment of leave of any kind is available to any employee of the company.
- If the employee does not avail of the leave applied or granted due to any reasons, he/she may choose to cancel the same by informing the HR section.

- Saturdays, Sundays, and holidays, whether intervening, prefixed, or suffixed, shall not be counted as leave.

## 5. Approval Procedure Flowchart

Staff needs to submit the leave application to Human Resources (HR) section. HR section will confirm the leave balance and send the same to the concerned reporting officer for the recommendation, and thereafter the leave application will be submitted to CEO or other authorized staff for final approval. Final approval should be sent to the staff through the HR section only.

In the case of the CEO, the approval authority will be Project Director.

Note: IITI DRISHTI CPS Foundation reserves the right to unilaterally revise, suspend, revoke, terminate or change the leave policy, in whole or in part, whether described within this document or elsewhere, at its sole discretion. If any discrepancy between the previous and current policy of the company arises, the current company policy would hold sway.

In case, a situation arises which is not discussed in this policy but needs adequate consideration, the same may be incorporated by the HR & Admin section after due recommendations from CEO and approval from the Project Director. The same must also be recorded and considered during the revision of this policy.

This issues with the approval of the Board of Directors.



Project Director  
IIT DRISHTI CPS Foundation

