



ARTPARK

AI & Robotics Technology Park

I-HUB FOR ROBOTICS AND AUTONOMOUS SYSTEMS INNOVATION FOUNDATION

Leave Policy



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1. Policy Coverage

This leave policy (“**Policy**”) shall apply to all personnel engaged by ARTPARK (“**Company**”). The Company may amend this Policy at any time, at its sole discretion. The Policy covers leave entitlement and the procedure to be followed for availing of leave.

2. Leave Year

The leave year of the Company is calculated from 1st April to 31st March.

3. Different Types of Leaves under the Policy

3.1 Sick/Medical Leave:

- a. All full-time employees of the Company are eligible for 12 days of sick/medical leaves in a year (assuming they are with the Company for 12 months). These leaves are granted for situations where the personnel are not able to attend to work on medical grounds. It may be noted that sick/medical leave that personnel are entitled to, will not be carried forward to the consecutive leave year or be eligible for leave encashment under any circumstances.
- b. Sick leaves will be credited to personnel on a pro-rata basis depending on the time of joining in the year. Sick leave cannot be availed for more than 2 days at a stretch unless supported by a Medical Certificate.
- c. Any sick leave availed in excess of the maximum entitlement of 12 days will be offset against the earned leave balance, if any, or the personnel shall face a loss of pay for the excessive day(s) of leave availed.

3.2 Earned Leave:

- a. All full-time employees will be eligible for 18 earned leaves in a year (“**EL**”). However, in the event the personnel joins during the course of the year, EL will be calculated on a pro-rata basis from the date the personnel join the Company. Full-time employees would be eligible to avail EL of each quarter (calculated from date of joining) at the beginning of the quarter.
- b. Unavailed EL only in respect of Full-time employees can be accumulated and carried forward to the following year, subject to a cap of 10 days every calendar year. Personnel may accumulate up to a maximum of 30 days of EL. Balance EL remaining unutilized as on 31st March will lapse.
- c. Earned Leaves for consultants based on contract term: Consultants who are engaged with ARTPARK for 5 days a week are eligible for one day of earned leave (“**EL**”) every month. The leaves cannot be carried forward and will expire along with the contract.
- d. A minimum of 2 days advance notice and prior approval from the HR/reporting manager is required for availing EL, unless circumstances would not permit.

- e. National/declared/festival/weekly off days can be prefixed and/or suffixed to EL.
- f. Intervening national/declared/festival/weekly off days will not be counted as part of the leave.
- g. Accumulated EL can be encashed at the rate of last basic pay during final settlement in case of resignation/retirement/termination.

3.3 Maternity Leave: Valid for Full-Time Employees ONLY.

- a. All women personnel who have completed 90 days of service with the Company are eligible for maternity leave.
- b. The maximum period for which personnel are entitled to maternity leave is for 26 weeks, of which not more than 8 weeks shall precede the date of expected delivery.
- c. The maximum period for availing the maternity leave for a mother of two or more surviving children shall be 12 weeks, of which not more than six weeks shall precede the date of her expected delivery.
- d. Commissioning Mother/ Adoption Leave:
 - A woman who legally adopts a child till the age of 3 months is entitled for a period of 16 weeks from the date the child is handed over to the adopting mother. This type of leave is applicable to 2 surviving children.
 - A woman who legally adopts a child above the age of 3 months is entitled for a period of 12 weeks from the date the child is handed over to the adopting mother. This type of leave is also applicable to 2 surviving children.
- e. The personnel should inform the HR department about her pregnancy a minimum of 2 months before proceeding on leave.
- f. The application should be supported by a medical certificate confirming the pregnancy and expected date of delivery.
- g. Maternity leave may be combined with accrued EL with prior approval of the HR department.
- h. Leave may be extended for up to 6 months due to any pregnancy-related complications, with loss of pay. In such an event, personnel must produce a valid medical certificate from a registered medical practitioner along with her leave application and forward it to the HR department a minimum of 2 weeks in advance.
- i. Unavailed maternity leave is non-encashable.
- j. The weekly offs and holidays falling during this period will be part of the leaves availed.
- k. Intervening national/declared/festival / weekly off days will be counted as part of leave.

3.4 Paternity Leave: Valid for Full-Time employees ONLY

- a. All male employees in the Company are eligible for paternity leave of 30 days before or within six months of the delivery of the child.
- b. The application should be supported by a medical certificate confirming the pregnancy and expected date of childbirth, or birth certificate of the child.
- c. Unavailed paternity leave is non-encashable.
- d. The weekly offs and holidays falling during this period will be part of the leaves availed.
- e. Intervening national/declared/festival/weekly off days will be counted as part of leave.

3.5 Parental Leave: Valid for Full-Time employees ONLY

- a. For couples employed at ARTPARK, the company will provide combined parental leave of 7 months in case they would expect their first/second child after being employed at ARTPARK. This provision is aimed at according flexibility for couples at ARTPARK to share post-natal responsibilities and enable the mother to join work earlier.
- b. Both the man and the woman should have completed 90 days of service with the Company to be eligible for Parental leave.

3.6 Loss of Pay (Sabbatical Leave): Valid for Full-Time employees ONLY

- a. Loss of pay (“**LOP**”) can be applied for by personnel when no other leave is available and may be approved by the Company only when such personnel is deemed to be unfit to perform his/her duties, or due to any other circumstances beyond the personnel’s control.
- b. During the period of LOP, the personnel is not entitled to any pay or allowance.
- c. A maximum of 3 months of LOP can be availed on the approval of the management (and only in exceptional cases like medical leave/sick leave, etc.)
- d. If the personnel fails to report to duty on the specified date after the sanctioned LOP, it is assumed that the personnel has abandoned their service with the Company of their own accord.
- e. LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.
- f. LOP days will not count towards EL eligibility.

3.7 National/Festival Holidays:

Full-Time Employees may also avail 5 days of optional holidays (not more than two days per quarter counted from date of joining), which may be chosen based on the local/religious festivals that the personnel follow. Personnel will also be eligible for a day-off with pay for voting in local assembly elections or the national general election.

4. Leave Application Procedure

4.1 The available leave balance is to be checked by the employee with the HR department/HRMS tool and the leave to be applied by duly filling up the leave application form in the GreytHR portal.

4.2 The application will be forwarded to their reporting officer for approval. The reporting officer is authorized to either grant or disapprove the leave on valid grounds.

4.3 Sanction/ approval of leave is at the discretion of the reporting officer or HR.

4.4 No EL will be permitted during the notice period required in case of resignation.

4.5 For consultants: Leave intimation should be sent to reporting manager, keeping hr@artpark.in in cc.

5. Cancellation of Leave

If the employee wishes to cancel his/her leaves, he may do so by sending out a cancellation request through the Greythr portal. The leaves accounted will be reversed once the cancellation request is approved by the reporting manager or HR.

Consultants can intimate their reporting manager through email, keeping hr@artpark.in in cc.

6. Accumulation and encashment of leave days: Valid for Full-Time Employees ONLY

Employees can accumulate their unutilized earned leaves balance up to a maximum of 30 (thirty) days from one year to another, accumulated by the count of up to 10 days every year. Such leave accumulated may be encashed on termination/resignation, provided the employee completes a minimum of 6 months of service with the Company.

7. Absence of Duty

7.1 When a personnel takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day(s) will be treated as absence from duty and constitute LOP.

7.2 The personnel has to report to his/her department head or HR on rejoining duty from absence and provide valid reasons for such absence in writing before taking up work again.

7.3 If a personnel is absent from duty continuously for more than 7 days (including any National/Festival/Declared/weekly off days which may fall in-between) without prior leave approval or proper intimation, official correspondence from the HR department will be sent to him/her asking to report to duty within 7 days and provide an explanation for his/her absence.

7.4 Based on the enquiry, the disciplinary action deemed fit including disallowance of pay for duration of absence will be taken by the management of the Company.

7.5 If there is no response from the personnel within 7 days of the official correspondence, it would be assumed that the personnel has abandoned his/her service from the Company on his/her own accord and would be treated and recorded as termination.

7.6 If such an absence without leave is repeated more than once by a personnel, appropriate disciplinary action including termination of employment may be taken.

8. Revision of Leave Policy

The leave policy of the Company is subject to revision from time to time, subject to Company policies and changes to applicable law. Implementation of any provision of the Company's leave policy not explicitly covered herein will be at the discretion of the HR department.

For any queries/questions on the Policy, please reach out to the HR department

List of Declared Closed Holidays: Year 2022

SL No	Date	Day	Holiday
1	14-01-2022	Fri	Makara Sankranti
2	26-01-2022	Wed	Republic Day
3	18-03-2022	Fri	Holi
4	15-04-2022	Fri	Good Friday
5	02-05-2022 or 03-05-2022	Mon/ Tue	Id-ul-Fitr
6	15-08-2022	Mon	Independence Day
7	18-08-2022	Thu	Janmashtami
8	31-08-2022	Wed	Ganesh Chaturthi
9	05-10-2022	Wed	Vijaya Dashami
10	24-10-2022	Mon	Diwali
11	01-11-2022	Tue	Kannada Rajyotsava
12	08-11-2022	Tue	Guru Nanak Jayanti

* Closed holidays falling on Sat/Sun in 2022 have been omitted, viz. New Year day (01 Jan), Eid-ul-Zuha (9/10 July), Muharram (30 July), Id-ul-Milad-un-Nabi (9 Oct), Christmas (25 Dec).