

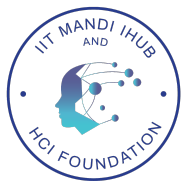


Leave Policy

iHub - Leave Policy

Document History

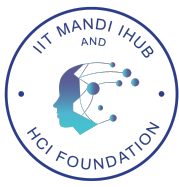
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Effective From	September 16, 2021	Effective Till		
Comments				



Leave Policy

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Leave Policy

1. Policy Coverage

This leave policy ("**Policy**") shall apply to all personnel engaged by IIT Mandi iHub and HCI Foundation (iHub) ("**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 the leave.

a. Leave Year

The leave year of the Company is calculated from **1st January** to **31st December** of every calendar year.

2. Different Types of Leaves under the Policy

a. Sick/Medical Leave:

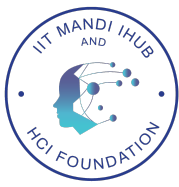
- i. All personnel of the Company is eligible for 12 days of sick/medical leaves in a year (assuming they are with the Company for 12 months). These leaves are granted for situations where the personnel are not able to attend to work on medical grounds. It may be noted that sick/medical leave that personnel is entitled to, will not be carried forward to the consecutive leave year or be eligible for leave encashment under any circumstances.
- ii. 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 (Annexure 1).
- iii. Any sick leave availed more than 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.

b. Earned Leave:

- i. All personnel will be eligible for 18 earned leaves in a year ("EL"). However, in the event the personnel joins during the year, EL will be calculated on a pro-rata basis from the date the personnel joins the Company.
- ii. Unavailed EL 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 of 31st December will lapse.
- iii. A minimum of 5 days advance notice and prior approval from the HR/reporting manager is required for availing EL.
- iv. Personnel is not entitled to EL during their probation period. EL accumulated during probation may be availed only on completion of the probationary period.
- v. National/declared/festival/weekly off days can be prefixed and/or suffixed to EL.
- vi. Intervening national/declared/festival/weekly off days will not be counted as part of the leave.

c. Maternity Leave

- i. All women personnel who have completed 180 days of service with the Company are eligible for maternity leave.



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- ii. The maximum period for which personnel is entitled to maternity leave is for 26 weeks, of which not more than 8 weeks shall precede the date of expected delivery.
- iii. 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.
- iv. In these leaves, the employee is only entitled to the monthly salary and nothing else will be paid from the iHub side.

d. Commissioning Mother/ Adoption Leave

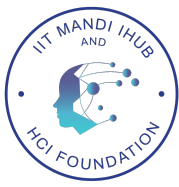
- i. An employee who legally adopts a child below the age of 3 months is entitled to a period of 16 weeks from the date the child is handed over to the adopting person. This type of leave is applicable to 2 surviving children.
- ii. An employee who legally adopts a child above the age of 3 months is entitled to a period of 12 weeks from the date the child is handed over to the adopting person. This type of leave is also applicable to 2 surviving children.
- iii. The personnel should inform HR about her adoption a minimum of 2 months before proceeding on leave.
- iv. Maternity leave may be combined with accrued EL with prior approval of the HR department.
- v. 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.
- vi. The weekly offs and holidays falling during this period will be part of the leaves availed.
- vii. Intervening national/declared/festival / weekly off days will be counted as part of leave.

e. Paternity Leave

- i. All male employees in the Company are eligible for paternity leave of 20 days before or within six months of the delivery of the child.
- ii. The application should be supported by a medical certificate confirming the pregnancy and expected date of childbirth, or the birth certificate of the child.
- iii. Unavailed paternity leave is non-encashable.
- iv. Intervening national/declared/festival/weekly off days will not be counted as part of leave.

f. Loss of Pay (Sabbatical Leave)

- i. 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.
- ii. During the period of LOP, the personnel is not entitled to any pay or allowance.



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- iii. 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.)
- iv. If the person fails to report to duty on the specified date after the sanctioned LOP, it is assumed that the person has abandoned their service with the Company of their own accord.
- v. LOP can be implicated on disciplinary grounds about attendance by the management regardless of the availability of the other types of leave.
- vi. LOP days will not count towards EL eligibility.

g. National/Festival Holidays

The list of the holidays is given in Annexure 2. This will be updated from time to time by the management. Personnel may also avail themselves of 5 days of optional holidays, which may be chosen based on the local/religious festivals that the personnel follow, but this will be prorated based on the date of joining the organization. Personnel will also be eligible for a day-off with pay for voting in local assembly elections or the national general election.

i. Leave Application Procedure

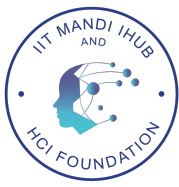
- i. The available leave balance is to be checked by the employee with the HR department and the leave is to be applied by duly filling up the leave application form (<https://forms.gle/CPA4vjx1icSBifn9A>).
- ii. The application will be forwarded to their reporting officer for approval. The reporting officer is authorized to either grant or disapprove the leave on valid grounds.
- iii. Sanction/ approval of leave is at the discretion of the reporting officer or HR.
- iv. No, EL will be permitted during the notice period required in case of resignation.

3 Cancellation of Leave

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

● Absence of Duty

- When 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.
- The personnel must 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.
- If personnel are 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 and to provide an explanation for his/her absence. If such an absence is repeated more than two times in a year by personnel, appropriate disciplinary action may be taken, and further inquiry may be conducted.



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- Based on the inquiry, any disciplinary action deemed fit will be taken by the management of the Company.
 - If there is no response from the personnel within the stipulated time mentioned in the official correspondence, it would be assumed that the person has abandoned his/her service from the Company on his/her own accord and would be treated and recorded accordingly.
- **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.



Leave Policy Annexure-1

MEDICAL CERTIFICATE OF SICKNESS FOR LEAVE/EXTENSION OF LEAVE/COMMUTATION OF LEAVE

(This certificate is mandatorily required to avail commuted/hospital leave on the medical ground)

Name and Signature of the Employee:

I, Dr. after careful personal examination
of the case hereby certify that Shri/Srimati/Kumari
..... whose signature is given above, is suffering
from and I consider that a period of absence from
duty of with effect from is absolutely
necessary for the restoration of his/her health.

Dated:

Civil Surgeon/Staff Surgeon/ Authorized Medical Attendant
.....Hospital/Dispensary/ Registered Medical Practitioner
(Signature with official seal & date)

Part - II

MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY

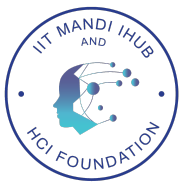
(This certificate is mandatorily required to avail commuted/hospital leave on the medical ground)

Name and Signature of the Employee:

I Dr. of hospital do
hereby certify that I/we carefully examined Shri/Srimati/Kumari
..... whose signature is given above and
find that he/she recovered from his/her illness and is now fit to resume duties. I/we also certify
that before arriving at this decision, I/we have examined the original certificate(s) and statement
(s) of the case on which leave was granted or exempted and have taken these into consideration in
arriving at my/our decision.

Dated:

Civil Surgeon/Staff Surgeon/ Authorized Medical Attendant
.....Hospital/Dispensary/ Registered Medical Practitioner
(Signature with official seal & date)



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Annexure -2

i. Gazetted Holidays

Sr. No.	Gazetted Holidays
1	Republic Day
2	Maha Shivratri
3	Holi
4	Good Friday
5	Mahavir Jayanti
6	Id-ul-Fitr
7	Buddha Purnima
8	Id-ul-Zuha (Bakrid)
9	Independence Day
10	Muharram
11	Janmashtami
12	Mahatma Gandhi's Birthday
13	Dussehra
14	Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Mohammad)
15	Diwali (Deepavali)
16	Guru Nanak's Birthday
17	Christmas Day