

Leave Policy

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1. Revision History

Rev.	Name	Issue Date	Changes
1.0	Leave Policy		First Version
2.0			
3.0			
4.0			
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2. Document Number

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3. Document Properties

Document Classification	General
Issued to	Whomsoever it may concern
Issued by	TIH Foundation for IoT and IoE - IIT Bombay

4. Purpose of Leave:

The objective of this policy is to explain the leave entitlement and procedure for availing leave. Leave is granted to employees with the intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the company. The document also describes the procedures to comply with in ensure consistent conduct at work.

5. Guiding Principles

- Leave is a privilege and cannot be claimed as a matter of right. It must be utilized on reasonable cause and with prior information and approval. Leave in case of emergency, however, is an exception.
- Sanctioning of leave is at the discretion of Competent Authority (Reporting Manager) based on exigencies of business or seriousness of the case.
- Leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the applicant.

Applicability

All employees i.e., probationers and permanent employees are covered under this policy.

Eligibility

Regular employees are eligible for 30 days of Earned Leaves in a year.

6. Leave Rules

- Sanction of leave is at manager's discretion based on exigencies of business or seriousness of the case.
- Leave year is from 1st April to 31st March.
- Employees who have joined or left the company during the course of the year shall be entitled to leaves on a pro-rata basis.

7. Types of Leaves

Earned Leave (EL)

- 30 days of Earned Leave (EL) in a year.
- The smallest unit of leave that can be availed is 0.5 day
- Intervening Public/ Declared holidays and weekends will NOT be counted as part of leave.
- Employee can take maximum of 10 leaves at a stretch. In case an employee needs to avail more than 10 days leave at a stretch, it is mandatory for him/her to get an approval from the Department Head.
- All leaves should be applied for in advance unless circumstances are such that it is not possible to do so. In such cases a telephone call or an email to the concerned reporting
- Only upto 15 unused ELs of the current year's entitlement can be carried forward into the next year and

will get accrued to the previous year's leave balance (Illustration is showed below). The balance of unutilized earned leave will lapse.

Year	Allotted ELs	ELs Used	Accumulated Leaves Used (A)	Unused from current Year's ELs	ELs carried forward to next year (B)	Accumulated Leaves at start of the year (C)
2022	30	8	0	22	15	15
2023	30	11	0	19	15	30
2024	30	40	10	0	0	20
2025	30					

- On accumulating earned leave over 45 days, all additional leave over 45 days will be paid out at the end of the fiscal year and will be calculated on the basic salary being drawn on the day.
- At the time of separation (resignation/ retirement/ termination), the balance of EL will be encashed, at the basic pay rate as on the day of resignation/ retirement and will be settled with full & final settlement. Balance leaves will not be adjusted against the notice period.
- Any tax liability arising out of leave encashment will have to be borne by the employee.

Parental Leave

The Company believes that the personal obligations of employees who become parents should be respected. To that end, the Company provides adequate time off to allow them to attend to their personal lives.

Maternity Leave (ML)

- Full time permanent female employees are eligible for paid maternity leave.
- It is granted as a continuous period of 180 days from the date of commencement of the leave.
- A female employee can adjust this leave before and after the delivery of child totaling it to 180 days.
- Employee is requested to submit a request for maternity leave at least one month before taking leave.
- Intervening National / declared / festival / weekly off days will be counted as part of leave.
- If, because of any complication, leave has to be extended, it can be done by using some part of available EL balance. If no leave is available, LWP may be granted.
- Employee is requested to submit the medical certificate and the necessary documents upon joining.

Paternity Leave (PL)

Paternity Leave enables a new father to apply for Paternity Leaves for a period of 5 working days for the purpose of providing care for his newborn child. This leave can be availed before or after the child's birth and must be availed at a stretch. If, because of any reason, leave must be extended, it can be done by using some part of available EL balance.

Leave Without Pay (LWP)

- LWP can be applied by an employee when no other leave is available.
- During the period of LWP, the employee is not entitled for any pay or allowance.
- A maximum of 3 days of LWP can be availed in a calendar year on the approval of the concerned Manager.
- If the employee fails to report to duty on the specified date after the sanctioned LWP, it is deemed that the employee has abandoned his service with the company on his own accord.

Sick Leave

Sick leave is the leave that an employee can avail in case of medical exigencies. Sick Leave can be only availed if there's no earned leave balance available to the employee, either of the current leave year or carried forward from the previous year(s). Production of Medical certificate will be mandatory for availing sick leave.

8. Encashment of Earned Leaves

Encashment will be allowed only at the time of exit of the employee during the full & final settlement or in the case of balance increasing beyond 45 leaves. Whenever encashment is done at the end of fiscal year, employees must have credit balance of more than 45 days in their account. Whatever leave is available over and above this limit shall only be considered for encashment.

9. Cancellation of Leave

In general, the employees' application for leave will be considered favorably. However, the company reserves the right to curtail/refuse the leave applied for or recall an employee, who has already been granted leave, if exigencies of work so warrant.

If an employee proceeds to avail the cancelled leave, then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

10. Extension of Leave

It is necessary to get prior approval for extension of leave also. The employee must apply to his/her Reporting Manager for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays his/her leave, the unsanctioned leave availed will be treated as absence from duty.

11. Absence from duty

- When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty.
- The days of absence will be treated under Leave without Pay.
- The employee has to report to his / her Reporting Manager on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again.
- If an employee is absent from duty continuously for more than 7 days (including any National / Festival / Declared / weekly off days which may fall in-between), an official correspondence from the HR department will be sent to him asking to report to duty and to provide explanation for his absence.
- Based on the enquiry any action deemed fit will/would be taken by the management.
- If there were no response from the employee within the stipulated time mentioned in official correspondence, it would be assumed that the employee has withdrawn his service from the company on his own accord and further action will be initiated.

Leaves during Notice Period

Employees Serving Notice period cannot avail leaves during their notice period unless approved by the Manager and HR Manager. If during notice period the employee applies for leave, then his/her notice period can be extended by those many days.

Leaves during Probation

If any employee takes leaves for more than 7 days during his /her probation period, the probation will be extended by equal number of days.

12. Process for applying for leaves

- Consult your manager about your leave before applying.
- After the discussions, send an email to your manager/apply in the designated system (as applicable) for his or her approval, keeping HR copied.
- Manager must approve/reject the leave application within two working days. Otherwise, the leave will automatically be considered approved.