



Leave Policy

	Process Owner	Authorized by
Name	Prashant Nayak	K. R. Naik
Designation	AVP - HR & Admin	Executive Chairman
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Introduction

Leave and vacation form an important aspect of our work-life balance endeavour. The purpose of leave is to provide employees an opportunity to unwind, recharge and remain mentally and physically fit at peak performance level.

1. Objective

Acquainting employees our leave policy

2. Scope

The scheme shall apply to all employees of the organisation, except trainees. Facilitate employees to maintain a healthy work-life balance by regulating and outlining all forms of leave and procedures to be followed to mutually benefit both company and the employee.

3. Leave year

Smartlink shall follow the calendar year (January-December) for computation, regulation and maintenance leave.

4. Category of leave, Purpose and Eligibility

Location	Casual Leave/Time-off	Earned Leave	Sick Leave	Maternity Leave	Paternity Leave	Bereavement Leave
Corporate & Sales Branches	6 days (Pro-rata from the date of joining)	15 days (Pro-rata from the date of joining)	10 days	84 days (As per the Maternity Benefit Act)	5 working days	5 working days
Goa & Service Branches	8 days (Pro-rata from the date of joining)	15 days (Pro-rata from the date of joining)	6 days	84 days (As per the Maternity Benefit Act)	5 working days	5 working days

4.1 Casual leave/Time-off

The purpose of casual leave is to cater to unplanned absence of employees due to unforeseen/unavoidable personal work. Time off/Casual leave can be availed with intimation either in a block of 2 hours as time off or Half day or Full day.

Casual leave should cater to employee's unplanned absence due to unforeseen/unplanned personal work and should not be availed for planned leisure.

Casual leave eligibility for an employee is restricted to above objective and should be availed for legitimate reasons. Moreover, employee should not be aiming to exhaust the number of days leave available to them at the end of the calendar year.

Casual leave is non-cumulative

4.2 Earned Leave

Earned leave is to enable associates to take time off their busy schedules to rest, recuperate and revitalize. It can be availed only on 3 occasions in a year and should be planned well in advance with your reporting Manager/HOD. Management has the discretion to defer from the above rule in genuine cases.

Earned leave is cumulative and can be accumulated upto a maximum of 45days.Excess number of days for Earned leave will automatically get lapsed, if not availed before year end. Earned leave will be encashed only at the time of separation from employment.(Monthly basic last drawn by the employee , shall be used for computation purpose.)

4.3 Sick leave

Absence from work, paid or unpaid on account of an employee's temporarily inability to perform duties because of sickness and disability. Time off taken from work of minor physical discomforts like Headache, common cold should be adjusted towards casual leave and not sick leave.

For sick leave 2 days and above, the employees are required to give a copy of medical report/Doctor's certificate. Any violation on the part of employee giving false medical certificates/reasons of sickness, the management will be constrained to take strict disciplinary action against the employee.

Sick leave is non-cumulative.

4.4 Maternity leave

Maternity leave is granted for pre-natal and post-natal health care to all woman employees. Every woman employee shall be eligible for Maternity leave as per the prevailing Maternity Benefit Act. Eligible woman employees proceeding on Maternity leave are required to submit necessary documents to the HR department to establish proof of indisposition and apply for leave minimum 4 weeks before the expected date of commencement of leave.

4.5 Paternity leave

Paternity leave is a paid leave that a male employee can avail for pre-natal and/or post-natal health care of his wife at the birth of a child. The period during which the paternity leave can be availed commences from a week prior to the due date till two weeks post the delivery of the child. The leave has to be availed in one stretch and can be granted for an employee bearing 2 or less children only. Eligible male employees proceeding on Paternity leave are required to intimate the Reporting Supervisor well in advance and submit documentation to that effect to the HR department.

4.6 Bereavement leave

Bereavement leave is a paid leave that an employee can avail in the event of the death of an immediate family member like parents, sibling, spouse, children, grandparents and grandchild. Bereavement leave is available in addition to an employee's CL/EL/SL.

In the event of a death outside the immediate family that causes a person to suffer bereavement, up to one day's paid leave may be taken if the Reporting Supervisor accepts that the employee has suffered bereavement considering that the employee is responsible for any aspects of the rites of the deceased.

4.7 Compensatory Off

Entire department working on a particular holiday or weekly off due to departmental exigencies will be granted a common compensatory off/s in view of the same. In certain cases where an employee has been called by the HOD to work on a weekly off or holiday will be granted compensatory off but prior approval has to be obtained before availing the same.

Kindly note: Employees working from Monday to Saturday will not be granted compensatory off for working on Saturday.

The above compensatory off may be availed within a period of two months of such extra working. Compensatory off not availed within the above period will lapsed. There is no system of advance compensatory off. Employee can avail an off only after it being earned by working on weekly off's and on Holidays. Encashment/accumulation is not applicable.

5. Standard Operating Procedure

- 5.1 Casual Leave/Sick Leave is not a right of an employee and availing of the leave is contingent on the nature of reason for the leave being taken as objectively defined in the policy.
- 5.2 Combination of any two leave is not permitted by the policy.
- 5.3 No weekly off can be sandwiched between Casual Leave and Sick Leave. Sandwiched weekly off will be counted as leave.
- 5.4 Leave is permitted during the notice period in case of resignation and can be adjusted basis the Reporting Supervisor and HR approval. However care should be taken not to affect the handing over process. The employee who is taking handover and Reporting Supervisor should also approve the same.
- 5.5 HOD's should have the objective of the policy in mind at the time of sanctioning the leave.
- 5.6 Employees who have availed leave on account of any emergency/sickness should inform their reporting HOD at the earliest and apply for leave immediately on return.
- 5.7 Any unapproved leave of absence from work/duties or failure to comply with the above leave policy guidelines will be considered as breach of the terms and conditions of employment.

6 General

- 6.1 All corporate, Regional offices and Goa employees are required to seek approval of leave through e-leave portal.
- 6.2 In case an employee wants to avail leave due to unforeseen/unavoidable personal work and has exhausted his/her balances, in such circumstances approval has to be taken from the HOD. However this will result in Loss of Pay even after the leave has been approved.
- 6.3 This policy outlines the spirit behind the company's approach in giving fair and consistent treatment to all employees. Therefore, employees are expected to respect the rules and standard operating procedures governing in this policy. Where circumstances are unusual or situations not anticipated or defined in this policy, such matters should be referred to the HR Department for resolution in a manner that is consistent with the whole aim and spirit of this policy.
- 6.4 This policy supersedes all other policies, procedures and practices prevalent on this subject to date. Company reserves the right to, alter or amend, or cancel this policy at its discretion if needed in future.