



My Home Constructions Pvt. Ltd.

Date: 17th Aug, 2018

Leave Policy

Rev. Version 2

1. OBJECTIVE:

- To provide comprehensive guidelines to employees on leave including Casual Leave, Sick Leave, Privilege Leave, Maternity Leave, Paternity Leave, Compensatory Leave and Leave without pay.
- To ensure uniformity in the matter of leave administration.

2. ELIGIBILITY & APPLICABILITY:

- All the Employees on regular rolls of the Organization are eligible.
- All Trainees/ Consultants/ Advisors fifteen days per calendar year will be given, there shall be no bifurcation of leaves or encashment.

3. POLICY & PROCEDURE:

- For the purpose of leave, "year" shall mean the calendar year commencing from 1st January and ending on 31st December.
- All kind of leaves will be credited on, 1st January of every year.
- In case of new employees who join during the year, leaves will be calculated on pro-rata basis for the balance part of the year and credited on the date of joining.
- Leave must be applied through mail to HOD and cc to mhchrpayroll@myhomeconstructions.com before proceeding on leave.
- However, in case of emergency, if prior sanction cannot be obtained, the respective HOD's should be kept informed. Sanction must be obtained immediately after resuming duty.
- All leave information will be updated in the system/ Leave record by the HR on or before 25th of every month.
- For claiming LTA, employees should avail continuous three working days of Earned leave in a year.

Prepared & Recommended By:

General Manager(HR&ADMIN)

Head Office
8th Floor, Block-3, My Home HUB,
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Approved By:

Managing Director



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4. Entitlement & procedure for availing leave is given below:

I. Casual Leave:

- Employees in all grades are eligible for twelve days of casual leaves per year.
- Un-availed casual leaves will automatically lapse at the end of the year.
- Casual leave cannot be accumulated / encashed.
- Casual leave cannot be granted for more than two days on each occasion, however if leaves extend beyond two days those leaves will be treated as EL's.
- Casual leave cannot be combined with any other type of leaves, if employee takes casual leave and thereafter falls sick, the entire period shall be converted into sick leave.
- Holidays & weekly-offs occurring during the period of casual leave (Intervening Holiday) shall not be counted as part of leave.
- Grant of Casual leave shall be at the discretion of the HOD.

II. Sick Leave:

- All Employees are eligible for twelve days of sick leave per year.
- Sick leave is non-cumulative & un-availed sick leaves if any will be lapsed at the end of year.
- Holidays & weekly-off day's occurring during the period of sick leave (Intervening Holiday) shall be counted as part of leave.
- If entire sick leave has been exhausted, EL can be adjusted for the leave taken due to sickness on employee's request.
- Sick leave is a contingency leave to be availed only when an employee is disabled to work on account of illness. Sick leave should not be treated as substitute of casual leave.
- Sick leave for more than three days has to support by a medical certificate.

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III. Privilege Leave:

- A maximum of fifteen days of Privilege leave per year will be accumulated at the end of the year on pro-rata basis.
- Employee who joins the service of the Organization during calendar year shall be given Privilege leave on pro-rata basis.
- Declared Paid holidays & weekly-offs occurring during the leave period or those Prefixed or suffixed to Privilege leave shall not be counted as Part of leave.
- Privilege leave can be accumulated for a maximum of sixty days, over and above gets lapsed.
- Encashment is permitted for maximum of eight days per calendar year on un-availed balance leaves as on 31st December of concerned year on basic salary of concerned year.
- Income tax liability arising out of such encashment shall be borne by the employee.
- Balance Un-availed EL is encashed on separation from the Organization on last drawn basic salary.
- Employees should plan and schedule their leave while availing EL so that it does not interfere with their office operations.
- Privilege leave can be availed maximum of three occasions in a year and each occasion with minimum of three days.

IV. Maternity Leave:

- Maternity leave benefit will be applicable to female employee as per Maternity Benefit Act 1961.
- Maternity leave will be allowed for a period of one hundred eighty days, prenatal or postnatal as per the convenience and choice of the employee and the above period is inclusive of weekly off and holidays. The same can be availed by the employee at a stretch for twenty four weeks or twelve weeks before the confinement and twelve weeks after the confinement.

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- In order to avail this benefit the applicant has to inform the concerned HOD at least eight weeks prior to proceeding on leave and a certificate from the Medical Practitioner should support the leave application.
- In lieu of un-availed maternity leave no claim for payment can be made.
- Maternity Leave will be in addition to other leave facilities of the Organization.

V. Paternity Leave:

- Paternity Leave is a short period of leave for the father immediately after the child birth in order to take care of the infant and assist the mother
- Paternity leave will be allowed for a period of three days from the day the infant born.
- The above period is exclusive of Week off and holidays.

VI. Compensatory Leave:

- All employees below Manager Level are eligible for Compensatory Leave.
- Half day Compensatory Leave will be given for working for a minimum of four hours on a declared holiday or Weekly Off.
- After working for more than seven hours, he will be entitled for full day Compensatory Off.
- Not more than two days Compensatory Off can be availed at a time
- If employee does not avail the Compensatory Off within next thirty days, then all Compensatory leaves accumulated shall automatically lapse. No further compensation will be given to the concerned employee.

VII. Leave without Pay:

- If an employee has exhausted all type of leaves, he / she may be allowed to take leave without pay to maximum of thirty days subject to the approval / discretion of HOD and HR department. HOD and HR department will look into the reasons for availing the leave.
- There shall not be any break of service in case an employee avails LWP.

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GENERAL RULES FOR AVAILING VARIOUS KINDS OF LEAVE:

The Employee who proceeds on leave will be governed by the following general rules.

- An employee will not proceed on leave until it is sanctioned.
- In case of sudden illness or emergency, disabling employee from attending his duties, absence may be allowed without prior sanction. However once after resuming duties sanction for the same need to be taken.
- For extension of EL shall be made by employee to his /her reporting authority through e-mail / SMS. In case no reply is received before the expiry of the original leave he / she should take it as if the leave has been refused and should resume his duties on the date originally sanction. The sanctioning authority may sanction the extension of leave based on the reasons specified therein and on satisfactory explanation.
- The Organization reserves the right to call the employee from leave before the expiry of his leave. After the purpose for which an employee was recalled has been served, he may continue to work if he so desires or avail the balance of his granted leave and go back to the station from which he came. The balance of leave, which could not be enjoyed by him / her, shall be credited back to his leave account.
- If an employee absents himself without permission / sanction of leave for more than 8 consecutive days or remains absent shall be liable for disciplinary action, which may also include separation of services.
- The sanctioning authority shall have the powers to request an employee to proceed on compulsory leave in case he is found suffering from any contagious / infectious disease. Such leave shall be debited to the leave account of the employee subject to other provisions in the rules.

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- Employees proceeding on official tour may not be allowed to be prefix or suffix any kind of leave to the tour program. They should report back to duty on the date originally planned. However, sanctioning authority may sanction such leave as per rules in case of exigency or on genuine reasons subject to proof for which leave is required.

Note:

1. The Organization reserves the right to alter, withdraw or make adjustments to this policy at any time.

Prepared & Recommended By:

A handwritten signature in black ink, appearing to read 'M. D.' followed by a stylized surname.

General Manager(HR&ADMIN)

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Approved By:

A handwritten signature in blue ink, appearing to read 'J. D.' followed by a stylized surname.

Managing Director