**LEAVE POLICY**

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# Purpose and Overall Policy

1. This section includes (Company Name)’s policies on Leave, which are categorised as:

* Maternity Leave (ML)
* Special leave
* Paternity Leave ( PL)
* Travel Week Off
* Loss Of Pay (LOP)
* Holidays
* Privileged Leave
* Birthday and Anniversary Leave
* Bereavement Leave
* Uncapped Sick Leave
* Family Leave
* Extra day off for achievement of target
* Study leave
* Compensatory Off

# Holiday Calendar 2022

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.no** | **Date** | **Day** | **Occasion** | **Optional/ National Holiday** |
| **1** | 14-Jan | Fri | Makar Sankranti / Pongal | Holiday |
| **2** | 26-Jan | Wed | Republic Day | National Holiday |
| **3** | 1-Mar | Tue | Maha Shivaratri | Holiday |
| **4** | 18-Mar | Fri | Holi | Holiday |
| **5** | 15-Apr | Fri | Good Friday | Holiday |
| **6** | 02-Apr | Sat | Ugadi / GudiPadwa / Vaisakh | Optional |
| **7** | 16-May | Mon | Buddha Purnima | Optional |
| **8** | 15-Aug | Mon | Independence Day | National Holiday |
| **9** | 11-Aug | Thu | Rakshabandhan | Optional |
| **10** | 09-Aug | Tue | Muharram | Optional |
| **11** | 19-Aug | Fri | Janmashtami | Holiday |
| **12** | 31-Aug | Wed | Ganesh Chaturthi | Holiday |
| **13** | 02-Oct | Sun | Gandhi Jayanti | National Holiday |
| **14** | 24-Oct | Thu | Diwali | Holiday |

**Please note:**

* Employees are eligible to take all the National Holidays and up to a maximum 2 of the Optional Holidays according to their convenience.
* Please inform your respective reporting managers before taking up any of the Optional Holidays.
* The employees are eligible to take a total of 12 Holidays (10 +2)

# Casual Leave/ Sick Leave

Every employee can take 12 casual and 6 sick leaves in a year. The one monthly leave can be taken according to employee discretion subject to prior one day notice and approval. In case of medical leave, a medical certificate would be taken into account. If the employee chooses to not take the monthly off, then it will be carried forward till the end of the calendar year. Then the said leaves can be availed by the employee at any time before the year end, which would be subjected to at least one day prior notice and approval.

# Maternity Leave (ML)

**ELIGIBILITY:**

All married female staff.

**ENTITLEMENT**

* Woman having 1st or 2nd child.

The Maternity leave shall be of maximum 26 weeks of which not more than 8 weeks shall precede the expected date of her delivery.

Woman having 2 or more children.

The Maternity leave shall be of 12 weeks out of which not more than 6 weeks shall precede the date of her expected delivery.

* Before availing this leave, a certificate from the gynaecologist has to be submitted mentioning the expected date of delivery.
* 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.
* Special setups at workplace or small tweaks to the present place will be done to create a little more ease to the pregnant employee to work.
* Work from home on certain days to minimize stress to the pregnant employee will be

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