

	Revised By	HR Manager
	Approved By	Director
	Effective from	1 st April 2024
	Revised on	15 th July 2024

**CHL.PL. - 02.00: HUMAN RESOURCE
EMPLOYEE LEAVE POLICY**


PURPOSE OF LEAVES:

Leaves are offered by the organization to its employees for:

1. Allowing people to rest & relax from the exhaustive workloads.
2. To provide work-life balance.
3. To enable the employees to recover from sickness and injuries.
4. To ensure that the employee doesn't feel burnt out.
5. To provide opportunities for the employees to take care of their mental health.

TYPES OF LEAVES OFFERED TO EMPLOYEES:

LEAVE TYPE	ANNUAL FREQUENCY	DEFINITION	TERMS & CONDITIONS
NATIONAL HOLIDAYS	3	Mandatory holidays sanctioned by the government for all public and private organizations across the country.	All employees are required to observe national holidays/ mandatory cultural holidays, which are paid leave days.
MANDATORY CULTURAL HOLIDAYS	4		
CULTURAL/STATE HOLIDAYS (Gazette/ Restricted Holidays)	5	Cultural and regional holidays may be selected by the employees as per the relevance/Location.	Employees cannot avail more than 2days of GH/RH leaves consecutively and cannot place leaves before and after designated week offs or Cultural/State or National Holidays with the intention of elongating the Leave tenure.
PRIVILEGED LEAVES	7	Mandatory leaves offered by the organization from 26th December - 1 January	Employees who have joined after September are not allowed to take privilege leaves.
EARNED LEAVES	15	Employees receive one day of earned leave per month based on their length of service.	Employees will be allowed to take multiple holidays consecutively at the discretion of their reporting manager.
TOTAL LEAVES	34		

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Earned Leave allocation for old Employee (one year Old):

April -	3 Leave Balance
May -	2 Leave Balance
June to March –	1 Leave Balance Per month

Earned Leave Allocation for New Employee (less than one year employment):

- One Leave Balance per month till March.

If an employee utilizes their entire Earned leave balance, any leave taken after it will be recorded as Leave Without Pay (LWP).

POINTS TO REMEMBER:

1. The leave year calculation is from 1 April to 31 March. In the event of service falling short of a year, leave is calculated on a pro-rata basis.
2. Leaves cannot be claimed by employees as a matter of right and are granted to the employees at the sole discretion of the reporting manager or HOD.
 - The following leave rules shall be applicable to all employees of the company subject to precedence of any laws of India:
 - Any national or cultural holidays falling within the period of sanctioned leave will form a part of the leave. Leave requests must be submitted to CHL Info and due sanctions/approvals must be obtained before proceeding with the leave.
 - In case an employee must proceed on leave due to any personal emergency, it will be mandatory for them to intimate the HR Manager and the reporting manager before 9:00am. The employee must specify the reason for leave and duration. In the absence of intimation by the employee taking an emergency leave, the employee shall be marked absent for the day leading to the denial of the particular day's salary by the company. However, upon the discretion of the reporting manager or HR manager, the employee can be granted leave even with a delay in communication subject to the reason being within the bounds of rationality and logic.
 - While serving a notice period after resignation or termination, employees cannot use balance leaves. All leaves will be frozen.
 - Only the HR manager and reporting managers have the authority to grant leaves for every employee.
 - In case of an emergency wherein the employee proceeds on leave without getting due sanctions or approvals, the same must be obtained within 2 working days of returning back to duty, else such leave shall be deemed as absence from work.
 - Our company implements a comprehensive sandwich leave policy, which covers the entirety of an employee's absence, from the day they start their leave until the day they resume work. If a public holiday falls within this period, it will be deducted from the employee's allocated leave balance.
 - (1) For instance, if an employee takes leave from Friday to Monday, Saturday and Sunday will be considered as part of the sandwich leave period.
 - (2) Additionally, if an employee takes leave on a Monday without including Friday or Saturday, one day of leave will be accounted for. If an employee applies for a (GH/RH) on either Friday or Monday, and the request is approved by the HOD, then the Sandwich policy should not be applicable.
 - In case of emergencies, employees may take holidays exceeding two days. However, they must provide concrete evidence to the HR and HOD either before taking the holidays or within 24 hours of returning to the office after the holidays.
3. All leave applications should be submitted through the company's leave management system.
4. Unapproved leaves may be treated as Leave Without Pay and could affect the employee's performance evaluation.
5. Employees are encouraged to plan their leaves in advance to ensure minimal disruption to work.

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Disciplinary Action by HR

- A non-intimation or late reporting of leave by employee shall call for disciplinary action by HR. Table below shows the disciplinary action sequence to be taken-up by HR: -

Non-Intimation/ Late Intimation of Leave	Action by HR	Action by CMD
1st Occurrence	Send mail to employee asking for explanation for failure to adhere to work norms.	--
2nd Occurrence	Send a second warning mail on the previous (1st) mail seeking explanation for failure to adhere to work norms.	--
3rd Occurrence	Send, Third & Final warning mail with previous two mail attached (1st & 2nd mails) seeking explanation for failure to adhere to work norms. Mark copy to the mail to Functional GC (In case, the defaulter is functional GC, copy to be mark to CMD)	Functional GC (If defaulter is GC, then CMD) to seek explanation from employees. Stating this as last warning & in event of failure by employee, necessary disciplinary action will be initiated.
4th Occurrence	Send mail to Functional GC (CMD if defaulter the functional GC) by attaching the three mails) for necessary disciplinary action. Mark a copy to concerned employee.	Functional GC, (It will be CMD if defaulter is a GC Member) to call the employees, seek an explanation and initiate necessary disciplinary action.

LEAVE APPLICATION PROCEDURE:


1. Leave should be applied on CHL Info, and sanction obtained prior to proceeding on leave, unless in case of Emergency.
2. To request leave, employees must complete the Leave Application Form available on CHL Info. (CHL Info >>Side Menu>>HR>>Leave Request.)
3. The completed Leave Application Form is forwarded to the employee's immediate supervisor or Team Leader. The supervisor will evaluate whether the employee can be granted the requested leave.
4. The final decision on leave approval or denial is made by the designated sanctioning authority. Leave is considered a privilege and is typically approved unless there are compelling reasons or project deadlines preventing it.
5. The employee is informed of the leave decision through the CHL Info system. This procedure ensures that employees follow the proper steps to request and receive approval for their leave, ensuring smooth and organized leave management within the organization.

MANDATORY CULTURAL/NATIONAL HOLIDAYS:

1. Every employee is entitled to 4 Mandatory Cultural Holidays, 5 Cultural/State Holidays (GH/RH), and 3 National Holidays.
2. These entitlements are based on the calendar year, from January 1 to December 31.
3. The list of holidays will be declared by March 15 each year.

PACKAGED LEAVES (NH, PL, EL, GH/RH):

1. New Employee is not entitled to take leave during probation period.
2. All balance leaves will be carried forward on a monthly basis.
3. Weekly off and holiday(s) falling in between the two dates of leave applied for will be counted as a part of the leave unless the leave is for reasons of ill health. Ill health will be defined as Illness of the employee and Medical Appointments.
4. If all leaves are exhausted, any leave taken shall be considered as LWP (Leave without Pay).
5. More than 2 consecutive leaves on account of being ill needs to be supported with a medical certificate from a qualified Doctor, not less than MBBS. Without the doctor certificate, the leave shall be treated as LWP (Leave without Pay).

 CRYSTAL HUES COMPLETE COMMUNICATION LIFE-CYCLE COMPANY	Revised By	HR Manager
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MATERNITY LEAVE (ML)

1. Maternity leave request should be submitted to the HR and HOD at least 4 months prior to the date of leave required.
2. Applicable to female employees who have worked for at least 180 days before the date on which the employee wishes to proceed on leave.
3. The ML entitlement is 180 days.
4. A maximum limit of 6 weeks will be permitted before the Date of Delivery.
5. Leave for 6 weeks will be permitted in case of miscarriage, following the day of miscarriage. The term miscarriage is to be interpreted as per the Maternity Benefit Act, 1961.
6. Leave for a further period of 4 weeks can be availed, upon giving a doctor's certificate, in the case of illness arising due to pregnancy, delivery, premature delivery, and/or miscarriage.

PATERNITY LEAVE

1. Male employees are entitled to 7 days of Paternity Leave to be taken within 1 months of the birth of their child.
2. Paternity Leave cannot be carried forward or encashed.

COMPENSATORY OFF (CO)

- Employees who work on National/Mandatory Cultural holidays or weekends due to work requirements are eligible for Compensatory Off.
- Compensatory Off must be availed within 7 days of the workday.

LEAVE WITHOUT PAY


1. Leave sanctioned over and above allocated leaves will be considered as Leave without Pay.
2. While counting the number of days of LWP, weekly off days and holidays prefixed, suffix falling in between the leaves will be included in the number of days of leave.
3. A reduction of salary shall be made to one day's salary per leave for the period of LWP availed.
4. An additional one-day leave will be deducted in case a person is going on leave without prior approval and the same leave would be considered as leave without pay (LWP).
5. Employees who do not apply for their leave within 2 days of rejoining, such leaves will be considered as LWP.

UNAUTHORISED ABSENCE

1. The company suffers if employees abstain from their duties without notification and prior approval by authorized personnel. Therefore, unauthorized absence is treated as an act of misconduct.
2. An employee found absent from his/ her duty without notification or approval will be treated as guilty of misconduct of unauthorized absence notwithstanding that such an employee may have leave due to his credit. The unauthorized absence will not be adjusted against leave to credit of the employee post fact and be treated as unauthorized absence from work and will be liable to deduction of the wages for the days not worked.
3. Repeated or frequent absence (an act repeated by employee more than 2 times in a month) from work will make the employee liable for disciplinary action.

LEAVE BEFORE HOLIDAYS

1. Leave entitlement encompasses all days starting from the day an employee commences their leave until their return to work. Should any public holidays occur during the leave period, they will be counted as part of the leave duration and deducted from the employee's leave balance accordingly.
2. Saturday will be considered as single leave (Sunday is not included if employee joins on Monday).

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List Of Holidays 2024-2025

LEAVE TYPE	DATES	OCCASSION	Terms and Condition
National Holidays	26-Jan-25	Republic Day	Mandatory for all employees.
	15-Aug-24	Independence Day	
	02-Oct-24	Gandhi Jayanti	
Mandatory Cultural Holiday	11-Apr-24	Eid Ul-Fitr	
	01-Nov-24	Diwali	
	25-Dec-24	Christmas	
	14-Mar-25	Holi	
(CULTURAL/STATE HOLIDAYS GAZETTED/RESTRICTED HOLIDAYS) Any 5 Holiday Allowed	09-Apr-24	Ugadi	Employees can choose only one day from holidays celebrated over multiple days.
	17-June 24	Eid Ul-Adha	
	17-Jul-24	Muharram	
	16-Aug-24	Varalakshmi Vartham	
	26-Aug-24	Janmashtami	
	27-Aug-25	Vinayakar Chaturthi	
	07-Sep-24	Ganesh Chaturthi	
	5 - 14 September 2024	Onam	
	12-Oct-24	Dussehra	
	13 October 2024	Durga Puja	
	01-Nov-24	Karnataka Rajyotsava	
	02-Nov-24	Govardhan Puja	
	5 - 8 November 2024	Chhath Pooja	
	15-Nov-24	Guru Nanak Jayanti	
	14 - 17 January 2025	Makar Sankranti/Pongal	