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ISBR Business School Ver. 1.1

## Leave Policy

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## **LEAVE POLICY**

### **PUBLIC HOLIDAYS**

All employees shall be provided with 15 days of public holidays. HR will communicate the list of annual holidays in the beginning of the year.

### **LEAVE REQUESTS**

All leave requests should be applied through leave application form/OD form for approval and submit it to the HR Department.

### **CONTACT DETAILS DURING LEAVE**

An employee, on leave, can be contacted at any time for any emergencies. An employee should leave his/her contact number with HR where he/she can be contacted during the leave period. They are requested to make themselves available on phone.

## **TYPES OF LEAVE AND PROCEDURE**

### **1. LEAVE**

- **Eligibility:** All regular employee shall be entitled to 12 days (prorata for a new joinee) of leave in a calendar year in the first year of service and 18 days of leave from second year of service.
- This can be taken for any personal exigency or for any other reasons that are personal in nature. No more than three days of casual leave can be taken at a time.
- Leave will get accrued on a monthly basis (1 day for every month).
- **Accumulations & Payment:** leave will not be carried to the following year or en-cashed.

### **2. MATERNITY LEAVE**

Maternity leave is designed to help female employees take time off from work during the prenatal / postnatal stage of the child. Maternity benefits will be provided as per the provisions of the Maternity Benefit Act.

**Eligibility:**

- All female employees who have completed a minimum of 80 days of continuous service with the company shall be eligible for maternity leave.
- No credit / accumulation / encashment of this leave is permissible.
- All intervening holidays / Saturdays / Sundays will be counted as a part of the Maternity Leave.

**Process:**

- In order to avail this benefit, eligible employees are required to submit an application to their Reporting Manager, at least 2 months in advance of the expected date of delivery, along with the doctor's certificate. This would be to inform the approximate date from which the employee would go on maternity leave. Subsequent to the approval the application must be forwarded to the HR department.
- The maximum period for which any woman employee will be entitled to maternity leave with wages shall be 182 calendar days (26 weeks).
- The employee can avail 26 weeks of leave from the date of delivery or may avail leave prior to the expected date of delivery for a period not exceeding 8 (Eight) weeks and the balance leave from the date of delivery.
- The employee has to resume work immediately on completion of the said period. In case the employee does not resume work even after one month of the said period, the employee and the Reporting Manager will discuss the way forward for continuity of service.
- Post the leave, the employee is required to submit copy of the child's birth certificate to the HR department.
- In case of miscarriage or medical termination of pregnancy, an employee on submission of the prescribed proof will be entitled to the 6 weeks of leave, immediately from the day of miscarriage or medical termination of pregnancy
- In case of adoption: an employee legally adopting a child below 3 months of age, shall be eligible for 12 weeks of maternity leave from the date of adoption of the child.
- The Maternity Leave benefit can be availed twice during the entire service.

**3. PATERNITY LEAVE****Eligibility:**

- All male employees can apply for 15 days of paternity leave, twice during their service with organization. It can either be on the occasion of child birth or for adopting a child.

**Process:**

- A male employee can apply for leave on delivery of the child or a day prior to delivery. This leave needs to be taken within 3 months of child birth / adoption.

#### 4. MARRIAGE LEAVE

**Eligibility:**

- All employees can apply for 5 days of marriage leave once during their tenure at organization.

**Process:**

- The employee needs to apply for leave at least one month in advance providing evidence of marriage (e.g. Invitation card).

#### 5. ON DUTY (OD)

**Eligibility:**

- All employees can apply for on duty leave who has been assigned to perform their duty out of office on approval of reporting manager.

**Process:**

- The employee needs to apply for leave at least a day prior to availing OD through On Duty Form.

OD can be approved for:

SL No	Particulars	Numbers of Days
1	All official works approved by reporting head	As per the job requirement
2	Workshop, Conferences and Seminars	6 days per year
3	Ph.D. data collection	7 days (during no classes scheduled)
4	Ph.D. related	Maximum of 7 days (must produce attendance certificate)

#### Institute Sponsorships for Conferences:

Sl No	Particulars	Amount
1	1 International conference	Registration fee + Rs. 5000/- TA-DA
2	2 National Conference	Registration fee + Rs. 2000/- TA-DA
3	2 Workshops	Registration fee upto Rs. 3000/-

#### 6. COMPENSATORY OFF

### **Eligibility**

- It is the privilege given by the management to take off for the days employee had worked during their week offs or holiday as per the request of their reporting heads.
- Compensatory offs will not be applicable for Institute Functions, events or days initiated by management.

### **Process:**

- The employee needs to apply for com off at least a day prior On Leave Form.
- Compensatory offs should be availed with in 2 months.

### **EXCESS LEAVE (LOP)**

- Organization discourages Loss of Pay (LOP) leave, unless it is an emergency and the employee has no leave left.
- Any leave taken in excess will be treated as Loss of Pay and recovered by deducting salary for the excess number of days from the month's payroll.
- LOP will affect performance rating and compensation.

## **Annexure – 1**

### **LEAVE DETAILS**

<b>Leave Type</b>	<b>Number of Days</b>
Leave	12 days for first year, 18 leaves from 2 <sup>nd</sup> year of service
Paternity Leave	15 days
Maternity, Miscarriage & Adoption Leave	182 days
Marriage Leave	5 days