



# ***Policy for leave, weekly off & Declared Holidays***

*An attempt towards the fair implementation of statutory guidelines by  
creating a healthy atmosphere of Working in the organization.*

*BY:-*

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# LETTERHEAD OF THE ORGANIZATION

## POLICY FOR LEAVE

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## 1. Objective

The primary objective of this Leave policy is to ensure statutory compliance or adherence of applicable laws as applicable including Rules, regulations, guidelines or orders as passed from time to time by central, state or local authority with providing sufficient rest to employees and staff so that they can maintain their physical and mental health, and can contribute to the Institution with their high level of skills, mind and physical fitness.

## 2. Responsibility

The main responsibility of the preparation and implementation of this policy is of the Board of Directors or trustees of the Institution, who will constitute a committee or appoint any authority like HR or a Manager, to execute the policy, supervise as well as advise and will conduct the activities and look after all the activities that adhere to the policy.

## 3. Scope and Applicability

The scope and applicability of the leave policy applies to all employees, staff and other people working within the organization.

## 4. Type of Leave allowed:

	<b>Term / Abbreviation</b>	<b>Maximum ceiling Limit</b>	<b>Full forms of abbreviations</b>
1	EL / PL	15 days	Earned / Privilege Leave
2	CL	10 days	Casual Leave
3	SL	10 days	Sick Leave
4	ML	26 weeks	Maternity Leave
5	AL/ BL	1 day	Anniversary/ Birthday Leave
6	Vacations	1 Week to full vacation leave	Leave to be provided for summer and winter vacation of Academy
7	RL	30 days	Ramadan Leave
8	NL	1 days	New year Leave
9	OD	XX	On duty Leave (As decided by the employer)
10	Pandemic Leave	As per Govt order	Like corona, Curfew or any emergency under public Order

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## 5. Eligibility

Every confirmed/permanent employee, who has been in continuous employment in the Institution with regular working for a period of minimum Six Months or over from date of joining, shall be entitled for all the leave as mentioned in this policy. However, in cases where an employee is in probation period; leaves to be given are at the discretion of the employer.

## 6. Owner & Administration

The leave policy shall be administered by the board of directors, however if the Institution has constituted an HR department or appointed HR person, then the first responsibility shall be exercised by the concerned department and person in the Institution.

## 7. Terms & Conditions

1. Any employee who desires to obtain leave shall apply to the employer in writing.
2. Mere submission of application of leave or applying for its extension will not be considered that leave has been sanctioned.
3. Employers within two days of applying for the receipt of the leaves shall pass either the acceptance or the refusal of the leave application in writing, on mail or by any other electronic mode. Moreover, in case of an urgent leave application the order must be passed without delay.
4. Leaves availed in an emergency and only under unavoidable circumstances must be regularized in the system as soon as possible, which otherwise will result in loss of pay.
5. In the event an employee leaves the organization or becomes ineligible for leaves for whatever reason, leaves availed in excess of eligibility will result in loss of pay (LOP).
6. Employees \_\_\_\_\_ <are / are not> allowed to merge two types of leaves continuously.
7. Extended SL / ML must be accompanied by a doctor's certificate and forwarded to HR or the appointed administrative authority for action with the consent of the Manager or the assigned authority.
8. Any employee suffering from a contagious or infectious disease shall on the advice of the doctor nominated by the management be sent on compulsory leave. For eg:- in any case like suffering from Covid-19 or any contagious infection. However, if any leave is due to him under these leaves, the same shall be adjusted; and if no leaves are due, then the compulsory leaves shall be treated as the loss without pay.
9. Leaves like Seasonal vacations (summer & winter), Anniversary leave/ Birthday leave, New year leave, Ramadan leaves shall be based on the discretion of the employer or the management.

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10. Two people in the same position cannot take leave at a time.

## **PART-A**

### **1) Terms & Conditions for each type of Leave:**

#### **a. Earned Leave:**

- Employees who have worked for 12 months in a Calendar year are eligible for the Earned Leave
- Earned leave in a calendar year will be credited on the 1st day of January of each of the following calendar years.
- Employees on confirmation will be eligible, the employee is entitled to avail the leaves in the coming year for the \_\_\_\_\_ days or according to the applicable law of the state also which will be calculated on the balance of CL and SL after adjustment on Pro-rata basis.
- Holidays/ Weekly off occurring during the leave shall/ shall not be counted as part of the leave.
- EL can only be availed once in a year and can/ cannot be merged with other leaves is the discretion of the management. However, the EL can be carried forward to the next following year.
- In case where an employee is absent or loss without pay the same will be calculated on a pro-rata basis.
- Grant of leaves is at the discretion of the Manager or HR, as the case may be, means EL before availing should be planned and approved as well as signed by the authorized signatory and be checked by the authority before sanction or approving it to in line with the ground reality of any important assignments or commitment that cannot be compromised.
- Additional EL may be given to the employees who are working in the same organization, continuously from the last \_\_\_\_\_ years (5 years/10years/15years or as decided by the organization) and it will be credited on Pro-rata basis on 01 January in following year.
- Advance EL may be granted to employees, but solely on the discretion of the Management. Also it has to be approved by the senior person in management as nominated by the management.
- EL accumulation limit and its encashment process is the sole discretion of the management.

#### **b. Casual Leave:**

- Employees are eligible/ not eligible for the CL from the Date of Joining of the Job.
- CL is credited on Pro-rata basis from the 1st day of the joining of the job.

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- CL can be availed for minimum of \_\_\_\_ day to maximum of \_\_\_\_ days or otherwise as decided by the management.
- Weekly off/ Holidays occurring at the time CL will/ will not be considered as part of the CL, or otherwise as decided by the management.
- CL shall be utilized in the same year as CL is not carried forward to the next following year as it will be lapsed.

### **c. Sick Leave:**

- Employees are eligible/ not eligible for the SL from the Date of Joining of the Job.
- SL is credited on Pro-rata basis from the 1st day of the joining of the job.
- SL can be provided to employees for a minimum of (0.5) day and maximum of (7) days; as per requirement based on the treatment.
- Employees shall inform the concerned authority if SL is taken for 7 days to avoid the case of absence or loss of pay.
- Moreover, if an employee is on leave for more than 7 days for rest then the employee must inform the authority for the same and he will be on loss of pay but can avoid termination.
- SL taken by the employees for consecutively (4) days, then the employees need to provide a medical fitness certificate signed by the authorized medical practitioner to join back to the work.
- Weekly off/ Holidays occurring at the time CL will/ will not be considered as part of the CL, or otherwise as decided by the management.
- SL can be accumulated for a maximum of \_\_\_\_ days and can be used in the next following year or at the sole discretion of the management.

### **d. Maternity leave:**

- ML is only applied to Female employees.
- Female employees who have worked continuously for a minimum period of 80 days as prescribed under the law with the organization in the past twelve months immediately preceding the date of expected delivery are eligible for maternity leave as per Maternity Benefits Act, as amended in March 2017.
- Eligible employees i.e. biological mothers can avail of paid Maternity leave for a continuous period of 26 weeks, of which 8 weeks can be availed for the prenatal period immediately preceding the date of expected delivery.
- Maternity leave provided to the mother who has adopted a child below 3 months is allowed for 12 weeks of maternity benefit. Whereas the

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mother who has adopted a child of more than 3 months old is not eligible for maternity leave benefit.

- Maternity leave is not provided to the commissioning mother, which means a biological mother who uses her egg to create an embryo implanted in another woman.
- Any other maternity conditions other than normal pre-natal / post-natal conditions should be based on a doctor's certificate and discussed with concerned authority of the organization for sanctioning appropriate number of days leave and as permitted by law.

### **e. Anniversary/Birthday leaves:**

- All employees are eligible for the paid anniversary/ birthday leaves .
- However, Anniversary leaves are only given to the married employees and birthday leaves are given to the all married/unmarried/ divorced/ other employees.
- Married employees have to choose which leave needs to be taken by them either anniversary or birthday leave.
- These leaves are based on the choice of the married employees who need to be informed on prior basis to the concerned authority, whereas unmarried/ divorcees/ others have only option for a birthday leave, date of which is as per the documents submitted in the organization.
- This date cannot be changed, no leave will be granted in lieu of it, even if it falls on weekly off/festivals holidays/ national holidays, etc.
- These leaves have to be taken in the same year as these become lapsed and cannot be carried forward to the next following year.
- Note: Taking leave is not mandatory so the employee can come to the organization if want.

### **f. Vacations:**

- All employees are eligible for vacations. Vacation here means seasonal leaves i.e. summer vacations and winter vacations and it cannot be availed for more than the number of days as decided by the management or the statutory body.
- In case of vacations, availed for more than prescribed days, it might lead to loss of pay, which can be minimum of (7) to maximum of (10) days or as prescribed by the management.
- However, the management of the organization will decide the requirement of employees or staff required during vacations, then employees and staff shall present at the organization and if not possible, provide/mention the appropriate reason regarding unavailability.

### **g. Ramadan Leaves:**

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- These leaves are for the month of the Ramadan month only.
- All muslim employees whether on probation period, on role, off role or any staff working in the organization are <eligible/not eligible> to avail these leaves (Circumstances deems fit or any situation which organization seems satisfied).
- Ramadan leaves are at the discretion of the management, to sanction these leaves which can be for \_\_\_\_ number of days, either full or in part like calling muslims employees for half days or for certain hours of the day.

### **h. New Year Leaves:**

- These are also the leaves based on the discretion of the management and based on circumstances deemed fit or any situation which the organization seems satisfied with.
- All the employees whether on probation/ off role or on role as well as staff are eligible for these leaves which are to be given at the time of the new year that means leave for 1 day i.e. 1st january of each year in the of the service period.

### **i. On Duty:**

- Employees who are sent outside for official work are eligible for these leaves.
- Employees on ON DUTY shall intimate the concerned authority within 24 hours.
- ON DUTY employees shall submit work reports after coming back and joining the work or as instructed by the management.
- These leaves are the subject to the instructions/ discretion of the management.
- The employee is eligible for the ON DUTY leaves if they complete the task or work within the prescribed time depending upon the nature of the work or as decided by the authority or the Board.
- Employee make sure to provide the information to the concerned authority by \_\_\_\_\_ <written application/ Organization's portal / Official mail> so that the authority on the behalf of the employee inform at the earliest in order to allow them to plan for substitute on his/her place.
- Also, in case of the leave extension, then the employee should inform as well provide appropriate reason in writing to the authority at the earliest so as to plan for continuity of tasks on hand or as otherwise might lead to loss of pay.

### **j. Pandemic Leaves:**

- These are the leaves which are mandatory for the employers to provide it to the employee and which all shall be paid.



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- The employer cannot force any of its employees to come to the organization except the person who can be considered as help to the public in those hard times and also those employees must be paid more than that of their regular pay. Eg: Doctors in Covid-19 are the help so they had to go to the hospitals.
- In case, the employer wants the employee to work from home then the employee cannot deny the same, as it might lead to loss of pay.

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## POLICY FOR WEEKLY OFF AND DECLARED HOLIDAYS

### PART-B

#### **A. Objective:**

The objective of this policy is to grant the weekly off and declared holidays to the person employed in the organization, except the members of the employer's family in compliance with the Weekly Holidays Act, 1942 and The Shop and Establishment Act, 1948.

**B. Declared Holidays:** The following days shall be declared paid holidays for every calendar year:

S.No.	HOLIDAYS	Date and day
1.	Makar Sankranti	<i>As per notification / order issued by the concerned central / state Government and Local Authority</i>
2.	Basant Panchmi	
3.	Holi	
4.	Budh Purnima	
5.	Eid-ul-juha	
6.	Rakshabandhan	
7.	Eid-ul-fitr	
8.	Muharram	
9.	Janmashtami	
10.	Dussehra	
11.	Diwali	
12.	Bhai dooj	
13.	Christmas	
14.	Independence Day (Mandatory)	
15.	Republic Day (Mandatory)	
16.	Gandhi Jayanti (Mandatory)	
17.	Others as Management Decides	

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## **C. Terms and condition for declared holidays:**

- The addition or deletion in the aforesaid holidays shall be approved and adopted by the approval of Board of Trustees / directors / senior Management.
- The declared holidays including any addition or deletion shall be notified by the management in the starting of the calendar year, a copy of the same shall be displayed on the notice board of the organization. The same may be communicated through electronic mode to all the employees.
- If there is sudden or accidental change in the holidays, such change shall be notified immediately within reasonable time.

## **D. Weekly offs:**

- Each Sunday of every month shall be the weekly off in the organization.
- The 4th Saturday of every month shall be a declared holiday. However, if the management calls or sends notice in advance to all or any employee for working, the working on it shall be counted as a regular working day and thus no overtime shall be provided against it.

## **8. Leave Without Pay ("LWP").**

- Subject to the declared holidays as discussed para No----- and weekly off discussed in para no. -----, all other leaves shall be treated as absent from work and shall be deducted leave without pay (LOP).
- Leave applied but not approved will be considered leave without pay (LOP)
- Holiday/weekly off during the LWP or continuation of the leaves without pay, shall be counted as LWP.
- If any employee is absent from work on the day immediately preceding and succeeding day of the week off or declared holiday, the declared holiday and weekly off shall also be counted as leave without Pay.

## **9. Audit and verification:**

With the view of fair implementation of the policy and its improvement, the Board of Directors along with cooperation of the concerned authority /committee at a certain interval or on yearly basis, whatever the management thinks fit; may appoint the auditor or independent Professionals to get an independent audit report.

On consideration of the relevant points of the report, if any the management may rectify and improve the policies and required corrections, if any.

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## 10. Revision History/ Version Control:

*(If the details of this document are reviewed, revised, modified or repealed, then those details shall be mentioned each time in this format mentioned below:)*

Version No.	Change Description	Prepared By	Reviewed By	Approved By	Date