

Oak Systems Pvt. Ltd		Leave Policy
Version: 1.0	1-Jan-2020	Doc. ID: OAK-HRT-GL-LeavePolicy

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Leave Policy

Version 1.0
1-Jan-2020

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Name: Pradeep P. Oak

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Approved On: 1-Jan-2020

Distribution List: All OAKSYS Associates

Abstract: This is the Leave policy of Oak Systems applicable to all the employees of the company.

CHANGE HISTORY

Version	Release Date	Authors	Review Team	Description
0.7		Raghavendra Kulkarni	Pradeep, Asmita, Pai	Initial Draft: Based on the v0.6 that was not included in the OAK-QMS
0.8		Raghavendra Kulkarni	Pradeep, Asmita, Pai	Reworked draft release
1.0	01/01/20	Raghavendra Kulkarni	Pradeep, Asmita, & Pai	With minor corrections, baselined; included in Oak-QMS

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1.0 GENERAL

1.1 Purpose

OAKSYS is an equal opportunity employer and is committed to employee welfare while adhering to all the statutory and mandatory requirements of the government. This policy document is to elaborate on the types of leaves available to the Employees.

1.2 Scope & Applicability

Covers all Employees' of Oaksys. Excludes the Employees on Contract.

1.3 Target Audience

All OAKSYS employees @ all locations.

1.4 Glossary

EL – Earned Leave

LOP – Leave without Pay

OAKSYS – Oak Systems Pvt. Ltd.

PL – Privilege Leave (same as EL)

SL – Sick Leave

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2.0 OBJECTIVES

The objective of the Leave policy is to elaborate the types of leaves that are available to the OAKSYS employees and applicability and procedure of availing the applicable leaves.

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3.0 LEAVE PROVISIONS

1. Oaksys provides for two types of standard leaves in addition to the compulsory holidays under the Karnataka Shops and Establishment Act as per statutory norms*. The types of leaves are Sick Leave and Privilege Leave. While the Maternity leave is as per the statutory norms for female Employees, Oaksys also provides for Maternity Leave for Child adoption.
2. As per Karnataka Shops and Establishments Act, the Human Resources Department will declare the Annual list of Holidays for the year, in line with the Gazette Notification released by the Karnataka Government during the month of January*.
3. **Leave Year** is the calendar year starting from 1st of January of the year to 31st of December of the year.
4. **Working days** means those days in the calendar year other than the declared holidays and the week end off – e.g. Saturday and Sunday where the working week is from Monday to Friday.
5. Any Leave where it is mentioned as **calendar days** will be the continuous days as shown in the calendar. All days including the weekends and holidays will be taken into account.
6. All Leaves will be credited to the Employee account as on 1st January of the year.
7. Leave of whatsoever nature should be approved by the respective Project Manager. If not allocated to any project the same will have to be approved by the Director or HO&D. The Director/HO&D will however have to approve the leave after checking with the HR/BD team and/or the Training Manager.
8. On joining and/or separation any leave applicable will be on a prorata basis for the current calendar year.
9. Where any availed leave exceeds the approved leave such additional leave will be considered as unapproved leave and is liable for disciplinary action.

*** If any employee is working in other state of India, the local leave rules and holidays as per S & E act may be applicable.**

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4.0 TYPES OF LEAVE AND PROCEDURE OF LEAVE APPLICATION

Each type of leave is elaborated in below subsections -

4.1 Earned Leave / Privileged Leave

This is the annual leave and is also commonly known as earned leave (EL) or privileged leave (PL).

4.1.1 Purpose

To enable Employees to have annual break from hectic work schedules and have a holiday.

4.1.2 Number of Days

The number of privilege leaves to which all Employees will be entitled is computed at the rate of 1 day of PL for every 20 days worked.

4.1.3 Eligibility

All Employees who have been confirmed in the services of the company and those who are on probation are eligible for the privilege leave. Trainees and contract employees are not eligible.

4.1.4 Accumulation & Encashment

Any privilege leave either full or part will be accumulated in the account of the respective Employee. However, this accumulation is limited to not more than 7 days of unutilized privilege leave of each year. At any given point in time during the service at Oaksys, Employee can accumulate upto a maximum of 30 days. If at any given point of time the total number of accumulated leave crosses beyond the said 30 days all such additional privilege leave will be automatically encashed in at the end of the year i.e. December. All such encashment will be computed on the last drawn Basic Salary. The encashment for the said 30 days will be done at the time of separation from the service of the company of whatsoever nature.

4.1.5 Procedure for Application

All Employees are expected to plan their annual privilege leave. HR will facilitate this process. Employees are expected to communicate their respective leave plan for each quarter. The Employee is expected to send his / her plan, if any, to HR on or before the last week. When the Employee would like to avail the leave as planned or otherwise, he/she should apply (Ref to Annexure for Form) and the respective Project Manager should approve all such leave. Such intimation should be made to the respective Director/HO&D and HR as well. PL will be calculated based on working days and intervening paid holidays or weekly offs will not be counted.

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4.1.6 Additional Privilege Leave & Loss of Pay

Where the Employee has to avail additional leave, over and above available Privilege Leaves, the same should be approved by the Project Manager and intimated to the respective Director / HO&D and HR. All such additional leave will be treated as Loss of Pay (LOP). LOP will be computed on the gross salary of the concerned Employee. Absence from duty on LOP may also mean break in service for that duration. LOP leaves are calculated on based on Calendar Days and intervening holidays or weekly offs will be counted as LOP.

4.2 Sick Leave

4.2.1 Purpose

To take the care of yourself when you are unwell. This leave can also be availed as *Casual Leave* for reasons other than Sickness.

4.2.2 Number of Days

The total number of Sick leaves which an Employee can avail is 12 working days per year.

4.2.3 Eligibility

All Employees in the service of the company are eligible to avail Sick Leave.

4.2.4 Accumulation & Encashment

Any unavailed Sick Leave is carried forward to next year as Special Sick Leave at the end of the year.

4.2.5 Special Sick Leave

1. Unused Special Sick leave upto 30 days in total will be carried forward to the next year and be considered as Special Sick Leave.
2. Special Sick Leave can be availed if the sick leave is exhausted and this is recommended for major sickness.
3. Special sick leaves are counted in terms of calendar days. Any non-working day/days (National Holidays/Festival Holidays/ Week Ends) falling during the period of special sick leave (excluding the prefix and suffix) will be treated as part of your special sick leave. For example, if you take special sick leave from Thursday to the following Wednesday, this is regarded as seven days of absence.
4. Unavailed Sick leave at the end of the service will not be encashed.

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4.2.6 Procedure for Application

When the Employee falls sick or is unwell, intimation to the concerned Project Manager is a must. However such a leave should be regularized by getting the leave duly approved by the Project Manager (Ref to Annexure for Form). Employees availing 2 or more consecutive days of Sick Leave are supposed to submit the Medical Certificate and other diagnostic reports. Sick Leaves will be calculated based on working days only and intervening paid holidays or weekly offs will not be counted.

Sick Leave, when availed as a Casual Leave, can be availed only for one day at a time.

4.2.7 Additional Sick Leave

Where the Employee has to avail additional Sick leave (i.e. more than eligible sick leaves) the same will automatically get treated as PL, and the rules as per PL apply. Same should be approved by the Project Manager and intimated to the respective Director/ HO&D and HR.

4.3 Relocation Leave

4.3.1 Purpose

To take the care of smooth relocation and settling down in the new city.

4.3.2 Number of Days

The total number of Relocation leaves is 1 working day.

4.3.3 Eligibility

Any Employee who has relocated from another city to join Oaksys will be entitled to this leave. This leave has to be availed within one month from the date of joining Oaksys.

4.3.4 Accumulation & Encashment

Not applicable.

4.3.5 Procedure for Application

Any Employee who has relocated from another city to join Oaksys can avail the relocation leave with prior intimation to the concerned project manager.

4.4 Maternity Leave

4.4.1 Purpose

To take the care of the prenatal / postnatal and infant requirements.

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4.4.2 Number of Days

The leave for full term pregnancy is 26 calendar weeks (i.e. 8 weeks before the expected delivery date and extending up to 18 weeks after the child birth) for up to 2 surviving children, 12 weeks for more than 2 surviving children and in case of miscarriage the maternity leave is 6 calendar weeks. This is as per the Maternity Benefit Act.

Number of days of leaves availed would be calculated based on Calendar Days.

4.4.3 Eligibility

All confirmed female Employees in the service of the company are eligible to avail Maternity Leave. Also, such employees must have worked for a stipulated minimum period days in the twelve months immediately preceding the date of her expected delivery.

4.4.4 Accumulation & Encashment

Not applicable.

4.4.5 Procedure for Application

The concerned Employee is expected to intimate and apply for the said leave through her Project Manager. The same should be approved by the Project Manager and intimated to the respective Director / HO&D and HR. The leave application should be supported by doctor's certificate and other medical reports.

4.4.6 Additional Maternity Leave

Where the Employee has to avail additional/extended Maternity leave the same will automatically get converted as privilege leave. Where the privilege leave is not available then the remaining days will be treated as loss of pay. All such should be approved by the Project Manager and intimated to the respective Director / HO&D and HR.

4.5 Child Adoption Leave

Applicable only if the child is less than a year old.

4.5.1 Purpose

To take care of the infant.

4.5.2 Number of Days

In case of female employees, to take care of the infant, a leave of 6 calendar weeks is given similar to postnatal/infant care. Male employees can at most avail 3 working days of leave.

4.5.3 Eligibility

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All confirmed Employees in the service of the company are eligible to avail Child adoption Leave and only if the infant is below 1 year of age.

4.5.4 Accumulation & Encashment

Not applicable.

4.5.5 Procedure for Application

The concerned Employee is expected to intimate and apply for the said leave. The application should be supported by a doctor's certificate and other reports and statutory approvals. Such a plan should be approved by the Project Manager and also be intimated to the concerned Director / HO&D as well as HR.

In case of Male Employees, Child Adoption Leaves will be calculated based on working days only and intervening paid holidays or weekly offs will not be counted.

4.5.6 Additional Adoption Leave

Not applicable.

4.6 Paternity Leave

4.6.1 Purpose

To spend quality time with the spouse and the infant.

4.6.2 Number of Days

Three (3) working days is given similar to postnatal/infant care.

4.6.3 Eligibility

All male Employees in the service of the company are eligible to avail paternity Leave within 2 weeks from the date of the childbirth.

4.6.4 Accumulation & Encashment

Not applicable.

4.6.5 Procedure for Application

The concerned Employee is expected to intimate and apply for the said leave. Such a plan should be approved by the Project Manager and also be intimated to the concerned Director / HO&D as well as HR. The leave application should be supported by doctor's certificate and other medical reports.

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Paternity Leaves will be calculated based on working days only and intervening paid holidays or weekly offs will not be counted.

4.6.6 Additional Paternity Leave

Not applicable.

4.7 Volunteer Leave

4.7.1 Purpose

To encourage employees to participate in Social Welfare activities.

4.7.2 Number of Days

One (1) working day is given per year.

4.7.3 Eligibility

This leave will be credited to the Employee at the beginning of Leave Calendar. This leave can be availed only by Confirmed Employees.

4.7.4 Accumulation & Encashment

Not applicable.

4.7.5 Procedure for Application

The concerned Employee is expected to intimate and apply for the said leave. Such a plan should be approved by the Supervisor and also be intimated to the concerned Director / HO&D and HR.

After the leave is availed, employee is expected to furnish a report with following information on the voluntary activity, within one week:

1. Date:
2. Duration in hours:
3. Location:
4. Type of Activity (Environmental, Education, Health, Cleanliness, Food Supplies, etc.)
5. Details of activity (like, number of trees planted, amount of plastic cleaned from school premises, details of the health camp for economically poor, number of beneficiaries, etc.).
6. Organization: (optional) Names of the associated organization

This leave is expected to be used only for Social Welfare activities to help the needy. This leave is not applicable for any other purpose, including situations like, helping out friends and relatives, contributing to family functions and participating in religious activities.

Employees are encouraged to come together in teams, decide on one specific agenda and implement the same.

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5.0 LEAVE WHILE ON OVERSEAS ASSIGNMENT

Any Employee while on an overseas assignment i.e. on assignment of whatsoever kind out of India, will be entitled to 10 working days per annum. This will be however prorated for the period of stay. This means that all types of leave in India for the said period will not be applicable. Where the Employee has not availed all or part of the said leave the same will be carried forward to the India Leave as on that date.

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6.0 LEAVE MANAGEMENT PROCEDURE

1. As on 1st of January every year the total leave (Leave for the year + accumulated leave) is brought into the credit of the OakMember. The same will be informed to the respective OakMember by HR.
2. All categories of Leave have to be sanctioned by the Immediate Project Manager and intimated to Director / HO&D and HR Department through the Leave form.\
3. All Leave forms should reach the HR department before the Employee proceeds on leave. In case of a Sick Leave where prior approval cannot be obtained, the OakMember should keep his/her Manager and the HR Department informed of the absence. The Leave should be regularized through the Leave form on the day of commencing the work and is to be handed over to the designated person.
4. Absence without prior intimation or extended leaves will result in Loss of Pay.
5. Onsite staff should take the consent of Manager (Client) to whom he/she is reporting in addition to informing HR department. Failure to adhere to this procedure will result in Loss of Pay for the period absent. In such a case the Leaves accumulated cannot be adjusted to absence period under any circumstances.
6. If the Manager does not sanction leave for any reason, the reasons for refusal should be recorded and forwarded to HR through the Director / HO&D.\
7. In case LTA is to be availed, the Immediate Manager and the Head – Human Resources should duly approve the Leave Application Form. The LTA claim form should be attached along with the Leave Application Form. Only PLs and Comp-Offs can be used to avail LTA.
8. Any loss of pay because of excess availed leave will be intimated to the concerned OakMember prior to deduction. All such deductions will be made in the following month's payroll by finance as per the information received by them from HR.\
9. Please feel free to contact HR at any point in time for any queries with regard to your leave.

7.0 ANNEXURE A: LEAVE APPLICATION FORMAT

Following Leave Application details need to be provided, either in soft copy or hard copy, before availing leaves:

OAK SYSTEMS PRIVATE LIMITED LEAVE APPLICATION			
Name:			Date:
Leave Type: (SL/PL/Other)		Leave required for ____ days	From date: _____ To date: _____
Reason for leave:			
If going out of town, indicate the contact details:			
Employee Signature:			
Recommended by (signature/name/EmpID):			
Approved by(signature/name/EmpID):			

When sent as email, recommendation and approval can be sent by email reply/forward.