

## Leave Policy for XtraNet Employee

### LEAVE YEAR AND APPLICABILITY:

- Leave year is from 1<sup>st</sup> January to 31<sup>st</sup> December.
- Eligible leave is credited to the employees on the 1<sup>st</sup> of January every year.
- The different types of leaves given under the policy are:
  - Casual Leave (CL)
  - Earned Leave (EL)

### CASUAL LEAVE

#### ELIGIBILITY:

All permanent staff

Casual leave is calculated for a period of one year

#### ENTITLEMENT:

1. A minimum of half CL can be availed & a maximum of 2 days in a row can be taken.
2. If CL extends beyond 2 days, then the excess days taken will be treated under LOP or Earned Leave.
3. It is up to the Management's discretion to sanction more than 2 days of CL at a stretch.
4. National / Festival / Declared / weekly off between CL will be treating as sandwich\*\*.
5. Balanced CL remaining unutilized as on 31<sup>st</sup> December will lapse.
6. When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective H. O. D 's on the same day through phone.
7. Approved leave application should reach the HR department within 3 working days of rejoining.

### EARNED LEAVE (EL)

#### ELIGIBILITY

1. EL is calculated for the days worked during the previous calendar year.

#### ENTITLEMENT

1. EL will be credited to permanent staff & workers on completion of one year of service with the company, eligibility after 365 days of working days.
2. EL can be availed only on prior approval.
3. National / declared / festival / weekly off between EL will be treating as sandwich.
4. Half day of EL cannot be taken. Minimum three days are required for EL and less than three days leave sanctioned by higher authority.
5. Balanced EL remaining unutilized as on 31<sup>st</sup> December can be carried forward (maximum 36 El can be Stored).

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6. Any absence of more than the number of EL sanctioned will be treated as leave without pay, unless given valid reasons to the management.

**COMPENSATORY OFF**

1. If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he is eligible for Compensatory off on any other working day based on HOD's Approval.
2. Official approval is required from the department head / management to work on such National / Festival / Declared / weekly off days. No compensatory offs will be entertained when worked on these days without proper approval.

**\*\*Sandwich Leave Policy** - *If an employee takes a paid leave before and after an official holiday, then that holiday gets counted as a paid leave and those many days are deducted from the employee's quota of paid leaves in a year.*

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