



LEAVE POLICY

JAIPUR RUGS

Leave Policy

Objective

The objective of this policy is to regulate all types of leaves which are accumulated and payable to regular employee.

Applicability

This policy is applicable to all employees of the company and its subsidiary/associated companies

Leave Year

The leave calculation is based on calendar year, starting from 01st Jan to 31st December.

Classification of Leave

- i. Earned leave – EL is earned by employee for the number of days worked
- ii. Leave without pay (LWP) – LWP pay may be granted at the sole discretion of the reporting manager
- iii. Maternity Leave (ML) – ML is for women employee as per Maternity Act.
- iv. Birthday Leave- Half day is given once in a year as per the records
- v. Half day leave - It is for maximum 4 hours. 2.30pm is the reference time.
- vi. Compensatory off (CO) - CO is given for working on holiday/weekly off, subject to approval of reporting manager. Full one day is given for working 8 hours and half day if working hours is between 4 to 8 hours

Earned Leave

- Employee is eligible for **18 days** EL in a year and is allotted on pro-rata basis. However, an employee is entitled to full leave for that month, if he joins before the 8th of the month.
- A maximum of 12 days can be accumulated and carried forward
- The leave is not cashable.

Leave without Pay

Though it is not encouraged, however for compelling reasons, employee may take this leave provided other category of leaves are not sufficient. Approval or sanction of leave would require approval, failing which it would be treated as unauthorized absence.

Maternity Leave

Female married employee is eligible to avail benefits under the maternity act, only twice in life time. Employee is at the liberty to divide 6 months of paid leave, pre or post-delivery. Necessary documents like doctor's certificate, likely date of delivery, commencement of leave etc. are to be submitted to HR before availing this leave. Other rules will apply as per provision/s of Maternity Benefit Act, 1961

Birthday Leave

Employees are allowed to take half day leave on their birthday. Employee/departments can organize birthday celebrations after office hours or during lunch timings. Employees are encouraged to be sensitive about excluding co-workers from private birthday celebrations. Expenditures for private birthday parties are considered to be of a personal nature. HR will not reveal employee's age

Leave Application

- i. Leave will be calculated excluding intervening rest days, weekly off and holidays. However, they would be counted in case of Maternity/Leave without pay
- ii. Prior approval of leave is mandatory under normal circumstances. The sanctioning authority has the discretion to refuse or curtail leave in view of exigencies of duty. However, in case employee is not able to take prior approval due to any reason, employee should apply leave on date of joining back
- iii. Request for leave extension is permissible subject to application being received by the reporting manager prior to lapse of already granted leave. Extensions of leave will be allowed only on medical grounds or personal emergency. If the employee does not have sufficient leave balance, then the same will be treated as loss of pay
- iv. Leaves to be applied through portal. A maximum of 3 days leave can be availed in a month.
- v. In case the employee fails to take approval within specified timeline or employee do not have sufficient leave balance, unapproved days of leave will be counted as leave without pay LWP

Leave Guidelines

- i. The management reserves the right to modify, cancel or amend any of these rules without prior notice. Leave is a privilege and not right
- ii. While utmost care has been taken to draft these rules, however in case of any difference in interpretation of such rule, the interpretation of corporate HR will be binding and final. Leave under factory act will supersede this policy in case of any contradiction.
- iii. We encourage even distribution of leave in in order to maintain work-life balance since there is no provision of advance leave.
- iv. As a guideline, not more than one third of the team members should be on leave at any given period of time. In case of employees operating functionally under more than one supervisor, approval from all of them would be required.
- v. An employee working less than 4 hours on a working day has to apply for full day leave on that day. A person working between 4 & 6 hours on a working day may apply for half day leave
- vi. Employee is entitled to full leave of that month, in case joining is before 8th of the month
- vii. Mess Staff, who are also working on weekend are eligible for 30 days' leave in a year
- viii. Leave can be availed during notice period, subject to approval.
- ix. Leave shall be deemed to have been refused if the employee does not receive a written reply or email from the reporting manager

Employee's Responsibility

Employee is responsible for handover of task before proceeding on Leave, which shall be monitored by Reporting Manager and HR Department.

(a) Formal Handover

In case of a planned leave, it will be mandatory for the respective employee to properly handover ongoing jobs and tasks to a designated colleague along with the update of actual status of each pending job or task and special instructions if any, before they proceed on the leave.

(b) Informal Handover

In case of a sudden, unplanned leave, it will be the responsibility of the respective employee to arrange and co-ordinate for a backup substitute co-worker or colleague to handle the pending urgent jobs and tasks on his / her behalf in their absence and to be reachable on their mobile / contact number, if necessary