



# Revalsys Technologies

## Leave Policy



## LEAVE POLICY

**Objective:** To give time-off to employees from the work to help them refresh, to attend to some important personal events and during illnesses.

**Scope:** All full-time employees. Employees on contract are not governed by the below leave rules.

## HOLIDAYS

Our Company observes 10 paid holidays as per the schedule that is released every year.

The holidays may differ every year based on the day of the festival. Hence, it is best to check the holiday list posted on Revalsys website (Ref: <https://www.revalsys.com/holiday.html>)

## TYPES OF LEAVE

**Paid Leave (PL):** The paid leaves are inclusive of both Casual and Sick Leaves. 1.5 Paid Leaves are accrued on a monthly basis.

Unused leave automatically lapses at the end of the financial year (April to March). When an employee avail leaves more than what is accrued it will result in loss of pay.

**Additional 2 Special Day Leave (SDL):** Special day leaves are given for employees to take time-off on their special or important days of their personal life. These SDLs typically are for Birthday (parents, spouse, sibling, and children) and Wedding Anniversary only. 2 SDLs are credited to every employee on the day of their joining. The SDL is clubbed as part of the PL in HRMS.

Exceptions for additional time off will be considered by the employee's manager and may be granted as vacation time or unpaid personal leave.



Employees who want to avail Special Leave or Casual Leave (Planned Leaves) need to apply in HRMS at least 5 days in advance failing which the leaves shall not be approved and considered as LOP.

**Bereavement Leave :** When an employee loses an immediate family member – mother / father / spouse / children / brother / sister, the company shall provide up to five days of paid time off.

**Clubbing of Leaves:** Where declared Paid Holiday is on a Thursday or Friday or Monday or Tuesday, employees are prohibited to club these holidays with the Weekend – Saturday and Sunday as this effects Company's operations.

Under whatsoever circumstances if a weekend is included along with declared holidays, the number of holidays count would include the weekend - Saturday and Sunday also. This shall be applicable if the employee is applying for half day leave in combination with the Paid Holiday and weekend. And if the employee has taken more than their eligible holidays, for that specific month the additional days shall be treated as loss of pay.

**Long Absence / Leave without Intimation:** The Company will be at liberty to terminate the employment of an employee in the event of an unauthorized absence from work for more than 5 days and disruption in normal work due to absenteeism. An employee should not be absent from work for more than 25 working days in a calendar year unless the availed leaves account for maternity leave or for serious hospitalization. In case of emergencies or serious hospitalization, an employee may be allowed to avail leaves with loss of pay as per the above clause. Frequent absence from work (even with loss of pay) exceeding the leave eligibility may lead to termination of employment. Certification by a qualified doctor that the employee is unfit to carry out normal duties is also required.

**Unplanned Leave:** Employees who take unplanned leaves including half day (i.e., not informing before 5 days as per policy) on Fridays or Monday will be considered as Loss of Pay (LOP) of 3 days – Friday, Saturday and Sunday or Saturday, Sunday and Monday irrespective of any reason including health related. The exception to this is where the leave continues till middle of the following week (Eg., Friday, Saturday, Sunday, Monday, Tuesday and



Wednesday or leave continues till middle of the following week (Eg., Friday, Saturday, Sunday, Monday, Tuesday and Wednesday or Saturday, Sunday, Monday, Tuesday and Wednesday) due to health reason supported by the required medical certificate / bills.

## **LEAVE OF ABSENCE**

Leaves of absence may be granted to provide continuity of service when such leaves are in the best interests of Our Company and the employee and/or when state or local law requires such leaves. Employees who wish to request a leave of absence must notify the manager and get the approval of HR. All leaves must be pre-approved by the Head of HR/General Manager.

In general, a leave of absence is an authorized absence from work without pay for a specified period of time. Leaves of absence are approved on a case-by-case basis, provided solely in Our Company's discretion.

Misrepresenting reasons for applying for a leave of absence may result in disciplinary action, up to and including termination. If during the period of absence an employee accepts employment elsewhere or is otherwise working while on leave, the employee will be deemed to have violated the terms of the employment and the Company will be at liberty to seek any and all damages.

Employees on leave, depending on the circumstances, may not be eligible for annual increases or bonuses.

Additionally, it is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the next regularly scheduled workday, at the regularly scheduled time, after the leave expires, may be subject to disciplinary action, up to and including termination.



## **MEDICAL LEAVE**

In situations where paid leave is not available, Our Company may choose to provide an unpaid medical leave of absence and prior approval needs to be taken. Available vacation may be used to continue compensation during what would otherwise be an unpaid medical leave. The granting of medical leave is at the Company's discretion unless otherwise required by law.

The employee is required to give at-least two weeks' notice, in writing, for a foreseeable leave and when possible, make a reasonable effort to schedule the leave so as not to unduly disrupt Our Company's operations.

Our Company requires that employees provide medical certification to support a request for medical leave whenever the leave is expected to extend beyond three consecutive working days or will involve part-time leave. We may also require second or third opinions, at our option, and our expense. The certification must include:

- First day unable to work
- First day able to return to work, and
- Date of next physician appointment

Periodic statements will be required to certify continuing medical condition. Accrued leaves balances must be used when on an approved Medical Leave. Employees may choose to use accrued vacation when sick leave benefits have been exhausted.

As with all leaves of absence, during medical leave, employees are expected to keep their managers apprised of the status of their condition and any changes in their anticipated date of return.

Medical leave automatically ends when an employee is determined by a physician able to return to work. Our Company requires that employees provide a medical release certifying fitness to return to regular work after a medical leave. Except where required by law, Our Company has no obligation to reinstate an employee returning from a medical leave.



## **Unpaid Personal Leave**

Unpaid Personal Leave may be granted for employees who have been employed by Our Company for at least a total of 12 consecutive months before the commencement of the unpaid personal leave, in Our Company's sole discretion, for a reasonable period of time after all vacation has been utilized.

Requests for Personal Leaves are subject to the operational needs of Our Company. All leaves of absence require prior approval from the employee's manager and Human Resources. Personal Leave is approved on a case-by-case basis.

Personal Leaves for more than ten workdays must also be approved by the concerned manager and HR. Whether a leave will be granted and the length of the leave granted will be dependent on many circumstances, including, but not limited to, the individual case and the ability of Our Company to fill the vacant position during the leave period without disruption of efficient business operations.

Unpaid personal leave time taken beyond 25 days will not count towards fulfilling the annual performance review period. Generally speaking, Our Company will attempt to return employees on approved personal leaves of absence to the same position they held when the leave commenced. However, depending upon the business circumstances, employees may be returned to either an equivalent or a comparable position or Our Company may be unable to return an employee to active employment.

By way of example, Our Company may not be able to return an employee to active employment in the event of a medical determination that the employee is permanently unable to return to work or is physically unable to return to work without significant risk of harm to themselves or others, if business conditions require a reduction in force, or if, under the circumstances, the employee may have been terminated if he or she had not been on a leave of absence.



Requests for an unpaid personal leave must be submitted in writing to the employee's manager and Human Resources at least two weeks in advance. Except where required by law, Our Company has no obligation to reinstate an employee returning from an Unpaid Personal Leave.

## PROCESS TO BE FOLLOWED

### **Medical Leave/ Unpaid Personal Leave**

The Human Resources Department shall administer this policy and is accountable for its implementation. The authority to approve any absence shall be with the employee's immediate Manager and Head of HR.

This policy is applicable to all the employees.

In certain special circumstances, emergencies or serious hospitalization, the employee may be granted leave without pay (i.e., if his/her absence is authorized though he/she do not have the required leave balance). This however is permissible only in cases of sudden sickness or unpredictable eventualities.

The manager must inform the HR Department as and when such a need arises. The HR department shall initiate the process for obtaining such special leave sanctioned by the Head of HR.

### **Medical Leave**

In case of medical leave, employee is required to submit a Certification by a qualified doctor that the employee is unfit to carry out normal duties along with the reasons for sickness and duration of absence.

The certification will have to be reviewed by HR and approved upon discussion with the concerned manager/department head.





## **Unpaid Personal Leave**

Requests for personal leave are subject to operational needs and are approved on a case-by-case basis. Such requests should be notified to the manager at least 2 weeks in advance along with the reasons for absence.

The request will have to be reviewed by HR and approved upon discussion with the concerned manager/department head.

Employee will be notified by the concerned manager once it is approved by HR. While going on leave, the employee is required to submit the leave request to the respective manager in HRMS.

Misrepresenting reasons for applying for leave may result in disciplinary action, up to and including termination and claiming of damages caused to the Company.

Our Company generally limits medical leave to twelve weeks in a year. However, Our Company will consider extending leaves as a reasonable accommodation on a case-by-case basis.

## **Event of Separation**

In the event of separation, an employee is to serve the notice period as per the company policy.

During the notice period, the employee will not be eligible to utilize any of his/her unused leaves. Leaves availed, if any, without approval during the notice period will result in loss of pay or extension of the relieving date.