



LEAVE POLICY

- 1.1 These Leave Rules shall apply to all the employees of KSH and shall be administered on calendar year / financial year basis as applicable. All HOD will carry out leave planning in respect of their staff and ensure that leave is suitably staggered so that the work does not suffer.
- 1.2 There shall be three types of leave for the employees:
 - i) Casual
 - ii) Sick and
 - iii) Privilege

All other form of absence from duty shall be treated as Absence without leave and shall not be entitled to pay.
- 1.3 All leave, shall be calculated and accounted for, on calendar year basis.
- 1.4 Leave cannot be claimed as a matter of right. It is the discretion of the Management to grant or refuse leave at any given time depending upon the exigencies of work.
- 1.5 All leave has to be applied for in advance and can be availed only after it has been duly sanctioned.
- 1.6 All Leave may either be prefixed or suffixed by an official holiday but not both. In the latter case, it will be considered as sandwich leave and all the days will fall under leaves.

2. Leave Entitlements

- 2.1 Leave entitlement and accumulation limits for managers and staff category personnel shall be as under:

<i>Type of Leave</i>	<i>Entitlement per annum</i>	<i>Carry forward limit</i>
Casual	5 days	Nil
Sick	5 days	Nil
Privilege	18 days	36 days



It is clarified that opening balance of Privilege Leave on 1st January onwards cannot exceed the above limits excluding 18 days PL for the current year credited on monthly basis.

- 2.2 Accumulated leave may be carried forward to next year provided that it shall not exceed the limits set herein. Accumulation in excess of the above provisions as on 31st December will lapse automatically and cannot be carried forward to the next year.
- 2.3 Casual & Sick leave entitlements for newly hired employees shall be proportionate to the actual days worked including all paid holidays.
- 2.4 The Company reserves the right to recall an employee on leave, for duty, due to exigencies of work.

3. Absent Without Leave

- 3.1 If any employee absents himself / herself from duty without information or sanction of leave, he / she shall be treated as unauthorized absent from the workplace. If such absence exceeds 8 days, the Management may, at its sole discretion, terminate the services of the employee on the grounds of absconding from employment.
- 3.2 In case of continuous absent from the duties, weekly off will also be considered as absent while counting absenteeism days.

4. Casual Leave

- 4.1 Casual leave (CL) shall be calculated and accounted for on calendar year basis and shall automatically lapse after the close of the said year.
- 4.2 CL may either be prefixed or suffixed by an official holiday but not both.
- 4.3 Casual Leave can availed minimum of ½ (half) day and cannot be clubbed more than 2 days at a time.



- 4.4 CL cannot be encashed.
- 4.5 At the time of Full and Final settlement, any excess CL availed in comparison to the proportionate CL as on last day of working, will be adjusted against the PL balance.

5. Sick Leave

- 5.1 Sick leave cannot be encashed. Sick leave availed in excess of entitled/ accumulated leave shall be adjusted against Privilege leave.
- 5.2 Sick leave more than 3 days, need to submit the medical certificate by medical practitioner at joining on duties from leave.
- 5.3 Sick Leave can be availed by minimum of ½ (half) day.
- 5.4 At the time of Full and Final settlement, any excess SL availed in comparison to the proportionate SL as on last day of working, will be adjusted against the PL balance.
- 5.4 Maternity leave shall be as per ESI / Maternity Benefit Act. (Provided that in a case of miscarriage, a medical certificate issued by a Government hospital / dispensary or empaneled doctor will have to be submitted by the concerned employee.)

6. Privilege Leave

- 6.1 Privilege leave (PL) may be combined with Sick leave, but it shall not be combined with CL.
- 6.2 PL entitlement shall be based on the principle of earn and avail i.e. PL earned in one year, shall become due for being availed the succeeding year.



- 6.3 Employees will be encouraged to avail their full entitled PL during the year so that they can maintain good health.
- 6.4 PL can be avail as and when required with pre approval from HOD/reporting Authority in 10 to 15 days' advance.
- 6.5 On probation period employee will not get the PL, after completion of probation period (subject to confirmation letter) or on separation from service PL will be calculated on prorata basis.

7. Leave Encashment

- 7.1 Accumulated PL may be encashed as per rules only on retirement or separation from the Company.
- 7.2 Encashment of PL shall be made on current basic salary only.
- 7.3 Accumulated PL beyond the revised accumulation limits will lapse and will not be encashed.
- 7.4 On retirement / separation, PL shall be encashed up to the specified encashment limits as under:
- 7.5 On inter-Company transfer within KSH Group, PL accumulated up to 36 days may be carried forward at the discretion of the employee. Leave accumulated beyond 36 days shall be encashed up to the applicable limit during full and final settlement.
- 7.6 HOD / HR Head may approve encashment (in case of emergency for a special case) of PL of a serving employee for a maximum of 15 days in a year, after the accumulation limit has been reached.

8. Compensatory Off

- 8.1 An employee required to work by his or her superior for an entire day/shift on his or her normal weekly off, will be entitled to a compensatory weekly off subject to it being taken within 3 days.



- 8.2 Compensatory off is only permissible where the employee has worked for the entire work day (not part) and can only be taken two days at a time.
- 8.3 Compensatory off can be suffixed/prefixed to other paid holidays or sanctioned PL only.
- 8.4 All Managers need to get this implemented on staggered basis to have hassle free work environment.

9. Paid Holidays

- 9.1 Employees will be given 10 days leave for festivals and other government holidays as per notification and these will be considered as Paid Holidays (PH).
- 9.2 The list of such holidays will be put up on the notice board, and will be communicated to the employees by email.
- 9.3 Those absent without authorized leave on the day preceding as well as day succeeding the paid holiday will disentitle themselves for the benefit of the said paid holiday.
- 9.4 Any new joinee/probationer will be entitled to PH as declared from the month of joining.

10. Power to Amend:

The Company reserves the right to amend the policy at any time without assigning any reason whatsoever. The utility and interpretation of the policy will be at the sole discretion of the Management.

Any changes/revision will be communicated to all employees from time to time.