

SEC : Leave and Holidays

SUB: Leave Rules

a. General Conditions:

1. Applications for leave shall be made only in the prescribed form.
2. Applications for leave shall be submitted to the leave sanctioning authority along with the leave card.
3. Leave of any kind shall be granted only subject to the exigencies of work
4. Leave is not a matter of right and therefore cannot be claimed only because the employees have leave to their credit.
5. Leave once granted may be cancelled by the Management during emergencies i.e. if the exigencies of work so required.
6. The authority empowered to grant leave is also empowered to refuse the same or any unavailed portion of it and recall an employee from leave to resume duty.
7. As far as possible leave, particularly earned leave should be planned and applied in advance.
8. All leave has to be recommended by the immediate superior of the employee and sanctioned by the Department Head/Unit Head and the employee can proceed on leave only after getting the leave sanctioned.
9. For the purpose of administration of leave, a year shall be reckoned from the 1st April - 31st March.

There are three types of leaves – 1. **Casual Leave** 2. **Sick Leave** 3. **Privilege Leave**

b. Casual Leave

Eligibility

All confirmed employees are eligible for casual leave.

Quantum

Maximum of 7 days a year for all categories of employees in the company rolls.

Casual Leave to employees who work for part of the year

Employees who work for a part of the year may be allowed to avail casual leave on pro-rata basis

Maximum casual leave at a time

Casual Leave shall not be granted for more than 3 days at a time

Sundays and Holidays during Casual Leave

Intervening Sundays and holidays falling during the period of Casual Leave will not be counted as Casual Leave. But including Sundays and holiday's total absence of an employee should not exceed 4 days at a time.

Casual Leave in combination with Holidays/Sundays

Employees who wish to avail casual leave in combination with Sundays and holidays should obtain prior permission from the Department Head/ Division Head who will grant such leave subject to the exigencies of work.

Combining Casual Leave with other kind of leave

Casual Leave cannot be combined with any other kind of leave. An employee who proceeds on Casual Leave, if subsequently extends the leave by applying for another type of leave, the original period of Casual Leave sanctioned will be cancelled and the entire period of leave will be treated as part of the leave subsequently applied.

When to apply

Applications for Casual Leave shall be submitted in advance and sanction obtained before availing it. However, in case of emergency, if an employee could not apply for Casual Leave in advance, he should apply for the same within 24 hours of availing it. He should notify the company (his Section Head or Department Head) his inability to report for duty through suitable means of communication before the start of the working hours of the days on which he is on leave.

Accumulation

Casual Leave cannot be carried forward beyond the year. Unavailed portion of Casual Leave shall lapse at the end of the year.

c. Sick Leave

Eligibility

Only regular employees are eligible for Sick Leave. ie. Casuals, trainees, contracts are not eligible for Sick Leave

Quantum

ESI covered employees are eligible for 7 days sick leave in a year. Those outside the coverage of ESI will be eligible for 12 days Sick Leave in a year

Maximum Sick Leave at a time for ESI covered employees

Sick Leave will not be granted for more than 2 days at a time for ESI covered employees

Sick Leave in combination with other leave

Sick Leave can be availed in combination with earned leave, Sundays and holidays but not with Casual Leave. Sundays and holidays during the period of Sick Leave will be counted as Sick Leave

Medical Certificate needed

ESI covered employees availing Sick Leave for more than 2 days shall submit "Sickness Certificate" from the concerned Medical Officer of the ESIC along with the application for leave.

ESI covered employees who availed Sick Leave for more than 2 days shall also produce a "Fitness Certificate" from the concerned ESI Medical Officer, failing which he shall not permitted to join duty

Employees not covered under ESI shall submit medical certificate from a registered Medical Practitioner if they avail more than 2 days sick leave at a time

Prompt Information compulsory

If an employee, on account of sickness, is unable to report for duty, he shall at once notify the company his incapability to report for duty before the start of the working hours of the day.

Accumulation

ESI covered employees shall not be allowed to carry over Sick Leave to the next year. Unavailed portion of Sick Leave shall lapse at the end of the year.

Employees out of ESI coverage can accumulate Sick Leave up to maximum of 36 days.

d. Privilege Leave (Earned Leave)

Eligibility

Regular employees (casuals, temporary, contract, trainees, apprentices etc. excluded) who have worked for a period of 240 days or more during a year (1st April to 31st March) shall be allowed during the subsequent year earned leave with wages.

The employee whose service commences otherwise than on the first day of April shall be entitled for Earned Leave, if he has worked for more than 2/3 of remainder days in the year

Quantum

a)Workmen

1. One day for every 12 days actually worked in case of workmen those who joined before 08/07/2003.
2. One day for every 18 days actually worked in case of workmen those who joined on or after 08/07/2003.

b)Executives

One day for every 18 days actually worked in case of all executives

Explanation

Days actually worked includes weekly off.

Computation of 240 days of work shall be in accordance with the provisions of Section 79 of the Factories Act 1948 i.e.,

- a) Any day of lay off by agreement or contract or as permissible under the standing orders.
- b) In the case of a female worker, maternity leave for any number of days not exceeding 12 weeks and
- c) The leave earned in the year prior to that in which the leave is enjoyed shall be deemed to be days on which the worker has worked in a factory for the purpose of computation of the period of 240 days or more, but he shall not earn leave for these days.

Combination of Earned Leave with Holidays

Sundays and Holidays falling during Earned Leave will be counted as earned leave. Earned leave can be suffixed or prefixed to a Holiday/Sunday. But both prefixing and suffixing will not be allowed

Earned Leave to be applied in advance

Earned leave has to be planned in advance and applications for earned leave has to

be submitted at east 10 days before availing

Maximum Number of times in a year.

Earned Leave shall not be granted for more than 5 times in a year.

Accumulation

Earned leave can be accumulated up to 60 days in case of Category A above and 90 days in case of Category B above during the service.

Minimum Earned Leave at a time

Earned Leave shall not be granted for less than one day.

Unauthorised absence

Employees who proceed on leave without getting the leave sanctioned by the Department Head / Division Head shall be treated as on unauthorized absence, which is misconduct as per the Certified Standing Orders. For commitment of the misconduct disciplinary action can be taken against the employee.

Extension of Leave

Any request for extension of leave has to be made in advance and got sanctioned prior to the expiry of the leave granted earlier.

Reporting back for duty after leave

Employees shall report back for duty on expiry of sanctioned leave. Overstay beyond the sanctioned leave shall be treated as unauthorized absence.

Postponement of Increment

In case of unauthorized absence and loss of pay leave other than ESI leave for a

period up to 10 days in a year increment of the employee concerned will be extended by equal number of days. In case of leave for more than 10 days, increment will be extended by 6 months.

In case of unauthorized absence and loss of pay leave other than ESI leave promotion of the workmen concerned will be extended by double the number of days.

Habitual Absenteeism

In case of habitual absenteeism of employees, the Company reserves the right to resort to stringent disciplinary action as per the provisions of the Certified Standing Orders and any other relevant law.

Leave to cover Bandh, Harthal etc.

Employees willing to attend duty but unable to do so due to Bandh, Harthal etc. can apply for leave if they have leave of any kind to their credit including Privilege Leave.

SEC : Leave and Holidays

SUB: Leave Encashment

1. As a measure to reduce absenteeism, SFO Technologies permits its employees to encash their earned Leave subject to the following conditions.
 - a. **Eligibility** : Only confirmed employees are eligible to encash Earned Leave
 - b. **Number of times** : Earned Leave can be encashed only once in a financial year
 - c. **Encashable limits** : Maximum number of Earned Leave that can be encashed at time
 1. In the case of workmen is 60 days
 2. In the case of Executives is 10 days
 - d. **Minimum Balance** : There should be a minimum balance of 30 days Earned Leave after every encashment
 - e. **Sanctioning Authority** : Leave sanctioning Authority can sanction leave encashment also
 - f. **Procedure for Encashment** : Request for PL encashment sanctioned by the leave sanctioning Authority and approved by the Division Head / Department Head should be sent to the HR Department

After scrutinizing, HR Department should forward the request for encashment of Earned Leave to the respective Accounts Department for payment
 - g. **Payment**: Payment on account of leave encashment to employees will be given along with the salary for the month in which Leave Encashment request is made.

SEC : Leave and Holidays

SUB: National and Festival Holidays

- a) **National Holidays:** All employees are entitled to 4 National holidays every year as per The Kerala Industrial Establishments (National and Festival Holidays) Act, 1963. They are the following.

26 th January	Republic Day
1 st May	May Day
15 th August	Independence Day
2 nd October	Gandhi Jayanthi

- b) **Festival Holidays:** In addition to the above; employees are entitled to 9 festival holidays per year, which will be decided as per the provisions of Kerala Industrial establishment (National & Festival Holidays) Act.
- c) **Procedure for Approval:** The list of National & Festival Holidays proposed for adoption for a calendar year has to be submitted to the Assistant Labour Officer in the month of November for his approval in the prescribed form.

The list of National and Festival Holidays proposed for a calendar year, approved by the assistant Labour Officer, shall be displayed in the prescribed form on the notice Board of the company before 31st of the previous year.

SEC : Leave and Holiday

SUB: Short Leave

a. Objective

As per the Leave Rules of the Company, Privilege Leave can be availed for a minimum of one day and Casual Leave and Sick Leave can be availed only for a minimum of half a day. It is however, possible that employees may need to be absent from work for less than half a day, either at the beginning of their working day / shift or at the end of their working day / shift or even in between during the working time. To facilitate such a personal requirement to be away from duty for short duration, the Company has introduced a practice of granting SHORT LEAVE subject to the following conditions.

b. Rules to be followed for availing Short Leave

1. Short leave will be granted up to a maximum of 2 hours only at a time.
2. Short leave will be granted only once in a day.
3. Short leave will not be granted for more than 2 times in a month.
4. If a short leave exceeds 2 hours but is not more than 4 hours, it will be treated as half day Casual Leave. If there is no Casual Leave to credit, as Sick Leave. If there is no Casual Leave or Sick Leave to credit, it will be treated as half day leave without pay.
5. If a short leave exceeds 4 hours in a month, it will be treated as full day leave and either Casual Leave or Sick Leave will be adjusted against this on request by the employee. If there is no Casual Leave or Sick Leave to credit, it will be treated as one-day leave without pay.
6. Wages will be deducted for the exact duration of the short leave.
7. Application for availing short leave will be made in the prescribed PERMISSION SLIP before availing.
8. Employee can proceed on short leave only after getting permission slip signed by his immediate supervisor.
9. Short leave will be granted only subject to the exigencies of work. If the exigencies of work so require, the authority empowered to grant short leave is also empowered to refuse short leave. Short leave once granted can be subsequently cancelled by the sanctioning authority.
- 10 Short leave will not be sanctioned in combination with any leave and on a day when one is on half day leave.