



# Samarth In Participatory Action (SIPA) Leave Policy

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## LEAVE POLICY

In any organization, maintaining a structured and comprehensive leave policy is crucial to ensuring a smooth workflow and employee well-being. At SIPA, we recognize the significance of a well-defined leave policy, acknowledging the importance of both attendance and time management. This policy outlines the expectations, entitlements, and procedures related to leaves for all staff members.

### 1. Attendance & Punctuality

As an employee of SIPA, all staff members are expected to be punctual and regular in attendance. Any exceptions to the scheduled working hours must be approved in writing by the employee's supervisor. All staff members are expected to arrive at work on time and ready for work. If unable to report to work as scheduled, notify your manager. Excessive absences, habitual late arrivals or early departures may lead to disciplinary action, deduction from the salary, up to and including termination by the CEO. Any delay without information to the supervisor will be subjected to half day leave without pay. Any delays of more than 1 hour 30 minutes for 2 days in a week will be subjected to half day leave in spite of approval from the supervisor. Any delay more than 2 hours or early departure before 2 hours of working time will be treated as half day leave.

### 2 Working Hours

Each employee is expected to work about 48 hours in a week. Therefore, the working hours will be from 9.30 am to 6.30 pm with a lunch break of 30 minutes. Each employee will be given flexibility of joining the office by 10.00 am however, the work hours per day should not be less than 8.30 hours per day. Second and Third Saturday will officially be off-days for the staff to provide time to the staff to complete their personal works viz. banks, school fees, planned visit to doctors, etc. Repeated leaves for such purposes that can be undertaken during the holidays will not be entertained for the delays or half day leaves. The staff is encouraged to use one of the Saturday of the month to clear papers on the table, clear files on the laptop/desktop for efficient function during the work days. However, all the pending files to be submitted to the accounts, PMU, etc. in soft and hard copies must be cleared on regular basis.

### 3. Leave entitlement

The leave policy set forth in succeeding paragraphs below aims to standardize the leave entitlement and allow for efficient administration of leave process. The provisions of this section apply only to pay-roll staff of SIPA. No Earned leaves will be due to an employee before completing one year of service in the organization, however, casual/ medical leaves can be availed on pro-rata basis. In the first three months, no leaves are granted except approved by the supervisor in consultation with the Program Director and finally approved by the ED.

### 4. Leave categories& procedure for availing leave:

All staff members are entitled to avail following categories of leave:

- a) **Casual / Medical Leaves:**
- b) **Earned Leave:**

- c) **Maternity Leave:**
- d) **Paternity Leave:**
- e) **Optional leave:**

a) **Casual Leave cum Sick Leave**– For all the employees, SIPA provides 12 calendar days of CL/Medical per year subject to approval from the immediate supervisor. These are principally to cover absence from office due to sickness or any planned medical treatment / investigation or to attend any unforeseen personal contingencies. Considering the requirement of additional leaves by the new pay-roll employees in the first year of joining, additional leaves up to 2 days may be granted by the ED on the request of the immediate supervisor of the employee in special cases of emergency and unavoidable circumstances. It can be availed in multiples of full/half days till the end of each calendar year. However, casual leaves cannot be taken for more than 3 days in a row. Any left-over leave will lapse at the end of the calendar year and shall not be carried over to next year. In case of planned leave for more than one day, prior intimation of leave application should be submitted to the competent authority/Supervisor before at least three working days. In case of any emergency, at least a telephonic intimation to the competent authority is a MUST. Writing on the WhatsApp HR group is only an intimation and not a sanction of the leave therefore immediate supervisor should be telephonically informed about the leave. A proper leave application shall be submitted through the online MIS of leave applications or through mail with a copy to HR, in case the MIS system is not accessible. In case of failing to upload on the MIS, it should be immediately done seeking permission from the Program Director/ ED upon joining, otherwise the leave will be treated as ‘Leave without Pay’. Leave can either be suffixed or prefixed with an intervening holiday, but any leave with both prefixing and suffixing holidays are not permissible and, in that case, intervening holidays shall be counted as leave days. Leave for more than three continuous days on a medical ground, a medical certificate is required to be submitted along with the leave application. However, in case of any prolonged illness, the leave can be combined with Earned leave at the discretion of the Management. More than 3 days of casual leaves in a sequence cannot be taken. In special cases, permission may be granted by the ED on formal request. Frequent leaves are discouraged and such cases will be factored in during the appraisal of the employee.

b) **Earned Leave (cashable)** – SIPA provides 18 calendar days of Earned leave for planned breaks/ vacations. The EL will be applicable only after completion of the one year of service in the organisation. From the 13<sup>th</sup> month, EL will be credited in the leave account of the staff in the following manner. Upon completion of each month of service, EL of 1.5 days per month will be credited in the account of the staff. In the first year when the Earned Leaves are not applicable, in case of any medical or such emergency, the ED is authorized to sanction leaves that will be counted as ‘advanced earn leaves’ to be adjusted from the earned leave balance of the next year. In case, the employees leave the organization, the negative (i.e. carried forwarded of the last year) leaves will be deducted from the final settlement amount of the employee.

It can be availed for a minimum of 04 days and not more than 06 days at a time. These EL leaves cannot be availed more than four times in a calendar year. The ED can approve period of EL beyond this provision in special cases.

Employees are expected to provide an advance notice of at least 15 days from the expected date of commencement of leave to their Line Manager/ supervisor. The sanction/approval of such leave shall depend upon the exigencies of work and would be at the discretion of

the Line Manager/PD/ED. The ED must be informed and consent must be taken before approving such leave. In case of medical requirement, EL can be adjusted only after the 3 casual leaves are consumed and health needs are imperative to be on leave. In case of other emergencies, the ED can approve application of EL in such cases.

Employees are encouraged to avail their full entitlement of Earned Leave in order to rest and rejuvenate and Managers are expected to ensure that such breaks are indeed taken with employees enjoying complete break from work. Only 8 days in a year unused earned leaves can be carried forward for 2 years. These carried forward leaves can be taken in the second year onwards with the permission of the ED or competent authority in addition to the earned leaves eligible for the current year.

- c) **Maternity leave** – SIPA provides Maximum of 6 months of Maternity Leave to its female employees, for the first two children. A notice of 2 months should be provided before availing the leave along with a certificate from the Doctor. The rule will be consistent with the Government of India norms.
  
- d) **Paternity leaves** - SIPA provides for 6 working days of Paternity leave to its male employees after the delivery of his child. This is applicable only to those employees who have completed one year of regular employment.

## 5 Leave Entitlement for Consultants:

Consultants will be hired for specific projects to perform certain tasks or functions. All Consultants will be entitled for 2 days leave in a month. Each leave has to be approved by the supervisor/ Task Manager. In case the consultant has accumulated leave and wish to avail leaves for more than 4 working days, notice of 15 days before the leave will be essential and due approval should be obtained beforehand from the supervisor as well as ED or any designated person by the ED. No leaves of the consultants will be reimbursable. The consultants will enjoy the leaves defined in point 7.8 i.e. annual holidays announced by the organization. The consultants are not eligible for any other leaves and privileges other than defined in this section.

THESE LEAVE RULES SUPERSEDES ALL OTHER PREVIOUSLY ISSUED CIRCULARS, LETTERS, AND SHALL REMAIN EFFECTIVE TILL FURTHER NOTIFICATION AND ARE TO BE STRICTLY ADHERED TO. ANY PERSON WHO DOES NOT FOLLOW PROCEDURE OF TAKING LEAVE WILL BE SUBJECTED TO DISCIPLINARY ACTION AND LEAVE TAKEN SHALL BE CONSIDERED "LEAVE WITHOUT PAY".

## 6 Holidays

SIPA observes 10-12 holidays each calendar year including 3 National Holidays. While the dates for National holidays such as Independence Day (15th August), Republic Day (26<sup>th</sup> January) and Gandhi Jayanti (2<sup>nd</sup> October) are fixed, the dates for religious holidays such as Diwali, Christmas and Eid etc. changes each year. A list of festival will be circulated in the month of January every year.

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