



Karnataka Raja Benuhuri Apagatada Angavikalara Sanga®

Leave policy



Passed by the Board on 30th August 2018

Social Rehabilitation Centre, Opp Taluk Office, BK Road, Magadi Town, Magadi Tq. Ramanagara
Dist-562120

Contact:

Phone number: 8027745135

Email: kssassociation@gmail.com



Karnataka Rajya Benuhuri Apagatada Angavikalara Sanga®

Objective:

Karnataka Rajya Benuhuri Apagatada Angavikalara Sanga believes that employees should have opportunities to enjoy time away from work to help balance their professional and personal lives. The Company encourages all employees to spend time with family for leisure, taking care of personal work, or rest due to medical reasons.

The Policy has been framed for the purpose of compliances with the applicable Rules and Regulations of the Organisation.

Terminology and Definition

1. Leave: leave is a Provision to Stay away from work for genuine reasons with approval of the Higher Authorities.
2. Leave Year: 1st January to 31st December of every calendar year.

Applicability:

This policy is applicable for all permanent employees of KRBAAS.

General Rules

- a) Leave policy should be approved by the board.
- b) Each organization has to clearly define its leave, implementation and monitoring strategy.
- c) During the probationary/training period leave is not permitted.
- d) Consultants do not come under the preview of these leave polices.
- e) No employee has a right to take a leave, unless it is sanctioned/ approved by authorized person.
- f) Organizations should encourage staff to use their leaves judiciously.
- g) Leave implementation is the crucial role of OM and it has serious implications on the staff and organization.
- h) Employees can use their annual leave only after confirmation in the services of the Organization.



When an employee serves the Organization for part of a year, he/she is entitled to annual leave on a pro-rata basis calculated for every completed month of service.

- i) All employees are entitled to Annual leave from their DOJ on a prorated basis. This can be taken after their confirmation in service. Leaves taken during probationary period will be considered as Leave without pay (LWP) Any deviation should have the approval of concerned Head of Department and HR Head.
- j) Only working days to be taken as leave days. Thus, even if a weekly off or holiday is prefixed and suffixed with leave, the weekly off shall not be counted as a leave day. Thus if one takes leave from Tuesday through to Friday with the Wednesday and Thursday in between being holidays, the number of leaves consumed shall be only two while the employee would be away from work for four days.

Types of leave:

1. Earned Leave
2. Casual Leave
3. Sick Leave.
4. Maternity Leave.
5. Compensatory Leave.
6. Leave without pay.

Leave Detail:

1. Earned leave (EL)

Entitlement: 14/15 days. For all employees.

- a. Earned leave is calculated as 1 day for each 20 days worked.
- b. Example: 2017: 290 full days worked 2018: 14/15 day's earned leave.
- c. No EL granted during the first year of working.
- d. EL is allowed to accumulate up to 2 years or 30 days of leave, thereafter this will automatically lapse.
- e. EL is not allowed for 1/2 day leave. Maximum in a year an employee can take EL 3 times, subject to availability.
- f. Staff cannot take more than 10 days earned leave at a stretch.
- g. 10 day's notice is required if the staff is applying EL of more than 3 days.
- h. In case of prolonged illness of an employee, this can be clubbed with sick leave.
- i. Staff can en cash earned leave up to maximum of 50% of their leave after completion of every 3 years; subject to having accumulated at least balance, 30 days leave in their account.

Note: granting of leave (Number of Days) is left to the discretion of the sanctioning Authority



2. Casual Leave:

Leave meant for meeting exigencies or unforeseen situation.

Entitlement: 8 days.

Eligibility- For all full -time employees.

- a. All full time staff is allowed 8 days casual leave annually.
- b. CL days can be either prefixed OR suffixed to any festival/National holidays or weekends, but not both.
- c. No more than 3 days CL can be taken at any one time.
- d. CL cannot be accumulated from year to year, nor cashed in.
- e. Notice of CL must be given at least the day before it is taken.

3. Sick Leave

Entitlement: 8 days. For all employees.

- i. Sick leave may not be carried forward.
- ii. All staff have 8 days sick leave annually.
- iii. More than 3 days sick leave requires a medical certificate.
- iv. Sick Leave is accumulated up to 60 days maximum.
- v. Once SL is exhausted, no salary can be drawn for the remaining period of sickness.
- vi. When festival/national holidays and weekends are both pre- fixed and suffixed by SL days, then the whole period will be counted as SL absence.
- vii. All SL must be notified to the head of Unit on the morning of the SL being taken, by phone. If it is more than three days email with scanned medical copy and hard copy, send by post.
- viii. If a staff has exhausted his/her Sick Leave and falls sick that disables to attend office, he/she can avail Earned Leave, to cover more than Available Sick Leave. (An employee is permitted to avail EL along with SL in case of Need on genuine grounds)
- ix. Barring Sick leave, the superior or unit head has the full discretion to grant leave to any staff with reference to work exigencies.

4. Maternity Leave

Entitlement: 84 days. For only Married Womens.

- Women get eligibility only after they complete minimum 160 days of work in the organisation
- Eligible expecting women employees are entitled to maximum of 84 days of maternity leave.
- Maternity leave can be used an a maximum of two (2) occasions during an employee's tenure With the Organization. All intervening holidays and weekends falling during this period of maternity leave are counted.



- Employees are allowed to use annual leave in continuation with maternity leave, after first Having consumed the 84 days of maternity leave, subject to approval by supervisor.
- Employees undergoing medical termination of pregnancy under medical advice or miscarriage are entitled to 6 weeks of maternity leave.
- A duly registered attending medical practitioner should certify this & a medical certificate should be obtained.
- Employees suffering from illness arising out of pregnancy, delivery, premature birth, stillbirth Or miscarriage are entitled to additional leave, against her annual leave entitlement, subject to Available balance in the leave account.
- This leave is granted based on circumstances of each case and should necessarily be recommended by the sanctioning authority HOD and approved by the Head HR.
- This is full paid leave.
- Maternity leave to be granted for four weeks, with full payment in case of miscarriage.
- Pregnant women staff should give written notice to the employer about seven weeks before the date of her delivery with a pregnancy proof.
- After return to work, she is entitled to two nursing breaks of fifteen minutes each in the course of her daily work till her child is fifteen months old.
- Organization or Superior cannot discharge her or change her conditions of service while she is on maternity leave.
- If a woman entitled to maternity benefit dies due to any circumstance before receiving such maternity benefit or amount, the employer shall pay such benefit or amount to the person nominated by the woman, in case there is no such nominee to her legal representative.

5. Compensatory Leave

- i. Half a day leave can be credited to staffs who has worked for a single period of more than 4 hours and less than 8 hours out side office working hours.
- ii. Working on holiday needs prior approval by the manager.
- iii. An employee should not be allowed to work more than once a month on compensatory basis.
- iv. Compensatory leave to be granted within 15 days from the date of compensation work, otherwise it will automatically expire.
- v. Official Journey, timings, transits, residential training programmes and other staff capacity building programmes do not attract compensation.
- vi. Record of working extra hours is maintained in the department concerned.
- vii. This leave is not applicable to Managers and above grades in the organisation.

6. Leave without pay

- ❖ Leave without pay must be applied under unforeseen circumstances. An employee can Apply for leave without pay only when there is no leave remaining to the employee's Credit.



- ❖ All such leaves must be sanctioned by the concerned VP/Zonal Head or equivalent authority/HOD, in agreement with the Head of HR.
- ❖ Leave without pay for an employee is authorized based on unforeseen circumstances and no affect to the organization and business operations.
- ❖ No components of the employee's salary and or benefits are paid during this period, and the Associate is not granted any benefit linked to attendance during the duration of the unpaid Leave.

Special Occasions Leave:

With the Organization Board permission KRBAAS Made and Give a Special Occasions Leave Facility to the staff. Like eg: Employee Marriage, in case sudden death of family Members. (Head of the family, Spouse, Children's and Brothers) number of days will be depended by the permission of the Director / Higher Authority/ Board.

Responsibility of the Employee:

- ❖ Employees are required to apply well in advance for approval of long annual leave.
- ❖ Employees have to keep his/her Supervisor/HOD informed in case of any extension of leave. Act of proceeding on leave without approval in writing will be treated as an act of misconduct and the employee will be liable to disciplinary action, if deemed necessary.
- ❖ In cases of approved leave without pay on medical grounds, the employee has to provide all The relevant medical documents to HR within 7 days from the start of such leave.

Responsibility of the Immediate Reporting Authority/HOD:

- The immediate reporting authority has to inform the RHR/Corp HR Team in case of leave without pay and absconding cases within seven (7) days from the start of such leave.
- It is the responsibility of the immediate reporting authority to inform the HR department, if an employee does not report to office, after using the sanctioned leave within three (3) days from the end of such leave.

Responsibility of HR/OM's:

- ❖ On receiving approval from the HOD, HR approves of the leave & updates the same in the Employee's records.