



## MARGADARSHI SOCIETY® KALABURAGI

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### HOLIDAYS and LEAVE POLICY

#### INTRODUCTION:

Margarshis Society®, a non-profit organization is working for the marginalized and neglected children is registered under Societies Act came into existence in the year 2002. The society works for the children without any discrimination of caste, creed or color and brings them to the mainstream of the society by providing them with education, and necessary support. At present, the society is working for 16 years in Kalaburagi, Raichur and Belagavi districts. The society is managed by the Board of Directors with professional zest and concern for Children and is headed by a Chairman and Secretary.

#### Aims of Margarshis Society

**VISION:** *Margarshis envisages women and child-friendly environment in sustained society*

**MISSION:** *To make Kalaburagi as a model district ensuring women and child rights, in difficult condition by sensitizing and empowering community groups and making the civil society, government and allied systems and corporate accountable towards their development*

#### OBJECTIVES:

- To rescue and restoration of children who are separated from their families.
- To enhance the quality of lives of the children, through non-formal education, psychological support, and nurture.
- Research to understand the complex issues connected with rehabilitation.
- Reinforce women and children to self-identify, confidence in their abilities, and affection with family to overcome isolation, through orientation camps.
- Create awareness among women, children, public, authorities and other organizations regarding the dangers of trafficking, physical and sexual abuse, child marriage and ways of combating and preventing of the same.
- Lobby with Government Departments such as Women and Child Development, Revenue, Education, Labor, Social Welfare, Health and Family Welfare, Police, Railway Authorities and Organizations working with the children to protect the child rights and child issues through forming local committees.

#### CORE VALUES (Purpose of Leaves):

Margarshis Society® as an Organization considering the wellbeing of the employees of our firm think that by taking a break, employees get a chance to re-energize their mind and body. A happy team is more engaged and likely to view their jobs as meaningful work that can be pursued for the long term.



## **NATIONAL and FESTIVAL HOLIDAYS:**

Margadarshi Society® will have 15 holidays in a year including the following compulsory holidays:

<b>26th January</b>	<b>Republic Day</b>
<b>1st May</b>	<b>MaydayLabours Day</b>
<b>15th August</b>	<b>Independence Day</b>
<b>2nd October</b>	<b>Gandhi Jayanthi</b>
<b>1st November</b>	<b>Karnataka Rajyotsava Day</b>

The rest of the holidays shall be determined by the Executive Director with approval from the Governing Body during December for the following year and shall be communicated to all Employees and will be displayed on the notice board. In case an employee is required to work on a holiday, he/she can avail compensatory day off with prior permission within one month of such working. The staffs working on a holiday needs to record such working, in the official records to avail the Compensatory. off benefit. While availing Compensatory off, it can be prefixed or suffixed to weekend holidays or any other public holiday or Casual Leaves but not to both.

## **GENERAL LEAVE RULES:**

1. The calendar year will be the basis to calculate leave.
2. Applications for leave must be made in the prescribed form and submitted to the in-charge for approval by the authority. The leave form should be given to the person responsible for maintaining the register of leaves. Mere submission of an application for leave does not mean that the leave has been sanctioned.
3. An employee can proceed on leave only after written sanction by the relevant authority. One day Casual leave may be availed without prior sanction in case of unforeseen circumstances, provided the Competent Authority to sanction leave is promptly informed by phone or otherwise of the circumstances under which prior sanction could not be obtained.
4. In case of exigencies of work, the management may refuse, postpone, revoke or reduce leave of any description.
5. A leave/attendance register shall be maintained at all places of work of the Society.
6. Sundays and Holidays may precede or succeed in any kind of leave, but intervening Sundays and Holidays will be counted as part of leave excepting the Casual Leave.
7. Overstay beyond the sanctioned leave shall be treated as Leave on the loss of pay unless the concerned employee has got the extension of leave sanctioned before the expiry of the leave already sanctioned.
8. Employees who stay away from work without previously applying for leave or extension of leave will be marked absent and their pay and allowances will be deducted for the period of absence.
9. Any employee joining the services during the calendar year shall be eligible for any leave, proportionate to the remaining period of the year for which he/she is employed.
10. An employee is expected to avail the full leave granted before resuming duty unless he is called for office exigencies.
11. The period sanctioned as leave except for leave without pay (LWP) is reckoned as a duty for calculating the leave earned by an employee.
12. Weekends and holidays can precede or succeed sick leave and Casual Leave which shall not be debited to leave account. However intervening holidays including weekends shall be treated as leave and debited the leave account excepting the Casual Leave.





## **TYPES OF LEAVE:**

- A. CASUAL LEAVE**
- B. MEDICAL LEAVE**
- C. LEAVE WITHOUT PAY**
- D. MATERNITY LEAVE/ADOPTION LEAVE**
- E. COMPENSATORY OFF**
- F. ADMINISTRATIVE LEAVE**

### **A. CASUAL LEAVE:**

- a. All employees are eligible for 12 days of casual leave in a calendar year (calculated based on 1 day each for every working month, essentially meant for short periods of absence necessitated by sudden illness or urgent personal work.
- b. Casual leave cannot be accumulated (un-availed CL cannot be carried over to the next year).
- c. Not more than 3 days casual leave will be granted at a time.
- d. Casual leave can be taken in installments of half a day. Half day is the minimum leave time under casual leave.
- e. Casual leave cannot be combined with any other leave, except in the case of compensatory off.
- f. Casual leave can either precede or succeed holidays and weekly offs, but the total leave period should not exceed seven days.
- g. Casual leave would be granted to those employees that are not able to come to office due to inconvenience in transportation during State and National Bandh, provided he/she informs the office about the inconvenience.
- h. If the employee does not have any CL in credit, any other leave (which is in credit of the Employee) can be granted considering the seriousness of the situation.
- i. Casual leave will not be granted to temporary, trainees and part-time employees excepting such provisions are specifically made in their contract.

### **B. MEDICAL LEAVE:**

- a. All employees are eligible for 6 days of medical /sick leave in a calendar year that is ½ day a month. If the SL is for more than 3 days, a medical certificate from an approved medical officer/doctor should be produced.
- b. In case an employee becomes sick at the end of his/her casual leave and opts to extend the leave, it would be considered as medical leave provided it is supported by medical certificates.
- c. Temporary, Trainees and Part-time employees will not be granted sick leave.
- d. In cases where all sick leaves have been exhausted, other forms of leave due may be granted to cover the period of illness. If the employee does not have any form of leave in credit, it is the discretion of the Authority to grant Leave without pay to cover the period of illness.
- e. Pay for sick leave is for the sole purpose of protecting the employee against loss of income when he/she is legitimately ill. Abuse of sick leave policy may result in disciplinary action against the employee.

### **C. LEAVE WITHOUT PAY (LWP):**

- a. LWP may be granted to an employee by the management in extraordinary or special circumstances like sickness, calamity etc. provided the request is supported by proper documentation. Absence beyond granted LWP will attract appropriate disciplinary action.



**D. MATERNITY LEAVE:**

- a. Women employee is eligible to avail maternity leave only after completion of 160 working days in the Organization.
- b. Maternity leave is availed to a women employee to up to 2 children.
- c. For each delivery, maternity leave of 26 weeks that is 8 weeks up to and including the day of her delivery and 18 weeks immediately following the day of delivery.
- d. In case of Miscarriage or abortion for medical reasons, a woman shall, on the production of such proof as may be prescribed, be entitled to leave with wages for a period of 4 weeks immediately following the day of her miscarriage.

**E. COMPENSATORY OFF (LEAVE):**

- a. At the time of exigencies of work so demand if the employee works on Sundays and Holidays they are entitled to "compensatory off" limited to the extra hours that they have worked. In case an employee is required to work on a holiday, he/she is eligible to avail compensatory day off with prior permission within one month.
- b. Compensatory off can precede or succeed the weekend off or any other public holiday or CL.
- c. Compensatory off cannot be accumulated and carried forward to the next year.

**F. ADMINISTRATIVE LEAVE:**

Administrative leave will be granted by the Authority if the need arises. In case of the Employee attends any conference, training on going abroad for any promotional work of the Society. Sanctioning of this leave is the discretion of the Management.

**G. LEAVE SETTLEMENT DURING RESIGNATION/ RETIREMENT/ TERMINATION:**

If an employee to be relieved has availed a greater number of CL against a number of months he has worked, then the excess CL will be deducted during his/her final settlement.

**H. PROCEDURE for APPLYING LEAVE:**

The available leave balance is to be checked by the employee with the Operations Manager and the leave to be applied by duly filling up the leave application form. The application must be forwarded by the employee to their respective coordinator for approval. The respective coordinator is authorizing to either grant or disapprove the leave on valid grounds. The approved leave application must be submitted to the Operations Manager for recordings and subsequent proceedings.

**I. CANCELLATION of LEAVE:**

The coordinator can also cancel the once sanctioned leave on a situational/need basis. If an employee proceeds to avail the canceled leave then those days will be treated as absence from duty and the rules pertaining to absence from duty will be applied.

**J. EXTENSION of LEAVE:**

As it is necessary to get prior approval for leave so it is also for the extension of leave. The employee must apply to his/her coordinator for extension of leave well in advance and get it sanctioned to avail them. In case an employee overstays, the unsanctioned leave availed will be treated as absence from duty.

**K. ABSENCE from DUTY:**

- a. When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated an absence from duty.



- b. The days of absence will be treated under Leave Without Pay
- c. The employee must report to his/her coordinator on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again
- d. If an employee is absent from duty continuously for more than 7 days (including any National/Festival/Declared/Weekly off days which may fall in between), an official correspondence from the Operations Manager will be sent to him asking to report to duty and to provide an explanation for his absence.
- e. Based on the inquiry any action deemed fit would be taken by the management
- f. If there is no response from the employee within the stipulated time mentioned in the official correspondence, it would be assumed that the employee has withdrawn his service from the society on his own accord and recorded accordingly

Signature of Board President:

Date: 16<sup>th</sup> December 2018

Signature of Secretary/ Executive Director:

