

# SEARCH SWAYAM SEVA ABHIRUDDHI SAMSTHE® NAVANAGAR, BAGALKOT

## LEAVE POLICY

### 1. INTRODUCTION

Social Education for Rural Child health development Society (SEARCH) is in Bagalkot at Karnataka. It is a development oriented Non-Profit Organisation. This has been registered under karnakata Societies Registration Act-1960 . Main objective of the organisation is empowerment and sustainability. Organisation is involved in developmental activities in various fields such as Agricultural, Water Issues Women Empowerment, Education Health, Trainings Cultural programs small family norms and child care environment and ecology awareness programs Etc activities are conducted in Bagalkot District in urban centers and rural areas. Organisation is managed by professionals with the well equipped infrastructure and with adequate experienced qualified staffs.

### 2. OUR VISION:

To empower women for sustainable development in the field of nutrition, health, child care an education to achieve national average indices in the area of such works. To train women and children in various fields of employment generation activities.

### MISSION STATEMENT

To create sense of harmonious inter personal relationships among the communities by developing the sustainable models resulting in value based communities striving hard to protect national integrity to fight against poverty equipped with skills and knowledge.

### 3. AIMS AND OBJECTIVES OF SEARCH

1. Search believes that employees should have opportunities to enjoy time away from work to help balance their professional and personal lives. The Search Organisation encourages all employees to spend time with family for leisure, taking care of personal work, or rest due to medical reasons.
2. The policy outlines the, the applicability, rules and procedures with regard to consumption and approval of leave.

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### 3. Applicability:

1. This policy is applicable for all permanent employees of Search Organisation

### NATIONAL AND FESTIVAL HOLIDAYS:

1. 26th January - Republic Day
2. 1st May - May day
3. 15th August - Independence Day
4. 2nd October - Gandhi Jayanthi
5. 1st November - Rajyotsava Day
6. 25<sup>th</sup> December - Christmas

### 4. General Guidelines

1. Extension of leave

2. If the employee wishes to extend an annual leave, he/she is required to complete an application in writing or email. The employee may also inform the sanctioning authority via telephone or other means, but prior to the expiration of the current leave period. The HOD sends a mail to the employee indicating whether the extension is approved or rejected.

3. A copy of the mail has to be sent to the HR Department. Please note: If the employee does not receive any such reply in writing, the application for the extension of leave is treated as rejected and the employee is required to resume duties on completion of leave originally granted.

### 5. Leave during notice period

- a. Leaves cannot be adjusted against the notice period. Any deviation to this has to be approved by HOD and Head HR.

### 6. Additional Leave Details

1. The organisation urges the employees to exercise their leaves. Specifically, an employee is expected to be away from work for a continuous period of fourteen (14) days. Going forward, this process would be made auditable. All applications, recommendations, approvals and refusals must be in writing / and on record.
2. In cases of certain levels of people taken on confirmed rolls from day one, leave may be sanctioned up to the extent of the accrual.

3. All leaves should be taken with prior approval. In case, a sick leave has to be taken in an emergency situation, the employee must make best efforts to communicate his/her immediate supervisor/HOD on the first day of such leave.
4. If an employee remains absent without approved leave or overstays without approval from the sanctioning authority for a period of seven (7) consecutive days or more, disciplinary action including termination from service, may be initiated against the employee by the Company. His/her salary shall be put on hold till he/she returns and informs the reason of such absence in a satisfactory way to his supervisor/HR.

#### 4 TYPES OF LEAVE

1. Annual Leaves
2. Sick Leave
3. Maternity Leave
4. Compensatory Leave / Off
5. Leave without pay.
6. Additional Leave.
7. Casual Leave
8. Medical Leave

##### 1. Annual Leaves

- a. Permanent employees are eligible for an annual leave of 21 working days.
- b. Employees can use their annual leave only after confirmation in the services of the Company (subject to deviations mentioned, here in the policy document)
- c. When an employee serves the Company for part of a year, he/she is entitled to annual leave on a pro-rata basis calculated for every completed month of service.
- d. Leave calendar for Annual leave will be from April to March (Financial Year).
- e. 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 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.

- f. Annual leaves should preferably, be planned at the beginning of the financial year. A department wise calendar should be made and submitted to HR department by 30th April every year.

## 2. Sick Leave

- a. An employee is eligible for three days of sick leave in a year. Again, only working days shall be taken into consideration while computing the leaves
- b. Sick leave, need to be specifically accompanied with a medical certificate,
- c. Sick leave may not be carried forward.

## 3. Maternity Leave

Maternity leave at Search Organisation shall be administered as per the prevailing Law/Act.

- a. Eligible expecting women employees are entitled to maximum of 84 days of maternity leave.
- b. Maternity leave can be used a maximum of two (2) occasions during an employee's tenure with the Company. All intervening holidays and weekends falling during this period of maternity leave are counted.
- c. 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/HR.
- d. 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
- e. Maternity leave is not encashable in any manner, under any circumstance. It cannot be accumulated or used in instalments.
- f. The employee must submit a scanned copy of the leave application form with the maternity leave start date & end date to the Director & a copy of the same should be given to the HR Department.

#### **4. Compensatory Leave / Off**

- a. Employees may be required to work on public holidays and / or during weekly off days. If such work is officially mandated in writing by either the Supervisor/HOD of the employee, then the employee may be compensated with compensatory leave for those days.

#### **5. Leave without pay.**

- a. Leave without pay must be applied under exceptional 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 HR.
- b. Leave without pay for an employee is authorized based on exceptional circumstances and attentive to the business impact.
- c. 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.

#### **6. Additional Leave.**

- a. The organisation urges the employees to exercise their leaves. Specifically, an employee is expected to be away from work for a continuous period of fourteen (14) days. Going forward, this process would be made auditable. All applications, recommendations, approvals and refusals must be in writing / and on record.
- b. In cases of certain levels of people taken on confirmed rolls from day one, leave may be sanctioned up to the extent of the accrual.
- c. All leaves should be taken with prior approval. In case, a sick leave has to be taken in an emergency situation, the employee must make best efforts to communicate his/her immediate supervisor/HOD on the first day of such leave.
- d. The approved Leave Application form needs to be submitted to HR

#### **7. Casual Leave**

Casual Leave (CL) are granted for certain unforeseen situation or were you are require to go for one or two days leaves to attend to personal matters and not for vacation. In case of casual leave normally company's strict maximum to 3 days in a month. In such cases the person has to take the permission in advance.

- Casual Leave can be taken for minimum 0.5 to maximum 3 days. In case of more than 3 days leave, it should be taken as Earned/Privileged Leave. If taking 3 leaves together Need to apply before.

- As per the rules under The Shops and Establishment Act, you are entitled to 6 days of Casual Leave
- There are no casual leave carry-forwards. At the closing day of year any unused Casual Leaves will lapse automatically.
- Casual leave is not encashable. At the end of the year unused Casual Leaves lapse automatically.
- Can not be appended with Earned/Privileged Leave or Sick Leave
- For new joinee or person who has resigned Casual leaves are on Pro rata basis. If you have joined during the middle of the year say Jul 1, your casual leave will half pro-rated) from the date you start employment through December 31 of that calendar year

### **8. Medical Leave**

Medical Leave is the leave that an employee can avail when he is out of work due to illness.

- Sick Leave can be taken for minimum 0.5 to maximum 7 days (paid).
- There are no sick leave carry-forwards or encashment. At the end of calendar year any available sick leave will lapse automatically.
- For all absences exceeding 2 or 3 days, depending on company policy, usually medical certificate needs to be enclosed.
- Sick Leave can be appended with Earned Leave.
- For new joinee & resigned employees one gets pro rated sick leave.

**This policy has been reviewed and is recommended for approval by**