

Earned Leave Policy

Applicability:

Only permanent employees are eligible for this Earned Leave Policy wherein each employee who is employed in OEC or its subsidiary companies; is entitled for 21 days' leave per financial year.

Below mentioned rules and eligibility criteria will be applicable as per this leave policy:

Leaves (See table)

- ✦ Permanent employees are eligible for 21 working days as leaves in one financial year i.e., 14 Privileged Leaves plus 7 Casual / Sick Leaves
- ✦ Any casual leave, taken with due approval, over and above the eligible 7 days during the Financial Year under consideration would be considered as leave without pay and salary will be deducted for the period of leave.
- ✦ Employees can use their earned leave only after confirmation of services in the Company.
- ✦ When an employee serves the Company for part of a year, he/she is entitled to earned leave on a pro-rata basis (1.75 days for each completed month) calculated for every completed month of service.
- ✦ All employees are entitled to earned leave from their DOJ on a prorata basis. (1.75 days for each completed month). This can be taken after their confirmation in service.
- ✦ Leave calendar for Annual leave will be from 1st April to 31st March (financial year).
- ✦ Leaves taken during probationary period will be considered as Leave without pay (LWP) for all employees who are not yet confirmed. On confirmation, leave Computed at the rate of 1.75 days per month of employment will be credited to the leave balance of the employee.

- ✎ Company holidays and weekly offs occurring during a period of annual leave are excluded as part of leave; leaves can be prefixed and suffixed to holidays or Weekly offs.
- **Pre-informed Leave :**
This is a planned leave therefore an employee is required to seek permission from his/her reporting authority with the below mentioned details through email with CC to **HR at (hr@oecrecords.com)** , after which if approved by Reporting Authority the mail should be sent to **HR at (hr@oecrecords.com)** .
 - **Post-Informed Leave:**
This is a spontaneous leave therefore an employee has to send an SMS to his reporting Authority & HR, then once the employee resumes office he/she needs to email the leave application & send it to his/her reporting Authority with CC to **HR at (hr@oecrecords.com)** , after which if approved by Reporting Authority the mail should be sent to **HR at (hr@oecrecords.com)** .
 - **Half Day leave :**
This Leave could be spontaneous or with Prior intimation. An employee is required to share an SMS / email immediately or once he/she resumes office in the below mentioned format to his/her reporting authority with CC to **HR at (hr@oecrecords.com)** , after which if approved by Reporting Authority the mail should be sent to **HR at (hr@oecrecords.com)**.

Note:

- 1) For those employees who don't have their email id's or system, they have to share the printed leave application (attached format) with their reporting Authority and once approved then a scan copy of the leave application should be shared with HR by his/her reporting authority
- 2) The application should be in the format only (it can be in the mail body / in an excel sheet / Scan image) .
- 3) If the above mentioned process is not followed the employee will be marked "Absent" for that day(s) & it will be considered as Leave Without Pay i.e. salary will be deducted for that day(s)

Compensatory Off/Leave

- ✎ Employees may be required to work on public holidays and / or during weekly off days. If such work is officially mandated in writing by the Head of Department, then the employee may be compensated with a compensatory off for those days at the discretion of company management depending on the exigency of work.

- ✎ Compensatory off has to be availed within the same month.

Leave without pay (LWP)

- ✎ 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 Head of the Department, with the final approval of Head Human Resources. The period so availed without pay will not be included in the service records in the company for all practical purpose of leave eligibility.
- ✎ An employee is not entitled for salary and/or any benefits during this period, and also is not granted any benefit linked to attendance during the duration of the unpaid leave.

Extension of leave

- ✎ If an employee wishes to extend an annual leave, he/she is required to send an application in writing or email and get the leave sanctioned by the authorised person reasonably in advance of the leave commencement date. The employee should also inform the HR department regarding the same. In case the employee does not receive any reply pertaining to the leave sanctioning, then the leave application is treated as rejected.

Responsibilities of the Department Heads:

- ✎ The Department Heads have to inform in writing to HR in case of leave without pay (LWP) and absconding cases within 5 days from the start of any such leave.
- ✎ Also it is the responsibility of the Department Heads to inform HR if an employee does not report to office, after using the sanctioned leave within 2 days from the end of such leave.

Responsibility of HR:

- ✎ On receiving approval from the Department Heads (Leave application signed by the Authorised Signatories), HR approves the leave & updates the same in the employee's records.
- ✎ The leave balance in the credit of any employee as in the first day of the financial year has to be intimated to every employee in writing.

Caution:

- ✎ The eligibility of leave as above does not guarantee the leave to the employees. The leave from work, other than on reasons of genuine sickness, is distinctly at the discretion of the Company management and depending on the work requirements, their decision is binding and final.
- ✎ Absence from work when the leave is refused in writing from the department head will be taken as an act of insubordination and negligence of duty and the employee will be subjected to disciplinary actions as per the Code of Conduct / standing order.

	Privileged Leave	Casual / Sick Leave
No. of days per year	14 days	7 days
Reasons for Leave	To go on planned holidays and on account of long sickness / illness	Unforeseen and casual work or sickness
Process for applying	You need to apply for this in advance by 1 week, if on planned holidays. If on the ground of sickness, inform immediately and apply as soon as one returns to duty with medical fitness certificate. (for leave more than 3 days at a time).	It can be with a days' notice In case of sickness, same day intimation is necessary, followed by written application on joining the duty with Doctors certificate (for leave more than 3 days at a time).
Minimum allowed	2 days	Half a day
Carry forward	Yes	No
Clubbing	Cannot be clubbed with casual leave. Can be clubbed with weekly off and Company holidays as prefix or suffix only.	Cannot be clubbed with privilege leave.
Accumulation	Can be accumulated for a maximum period of 2 years , i.e. 28 leaves can be accumulated at a time.	NA
Lapsing of leave	Unused leave, over and above maximum 28 days. 1 year leave (14 days), will lapse at the end of the 2 nd year.	Lapses at the end of each year, as on 31 st March.
Encashment	Encashment at the time of retirement or resignation (not by termination).	Not encashable.