



LEAVE POLICY

Leave Entitlement will be applicable for full time Employees of the Company, after probation and once they have become Executives.

- 6 casual leaves each year. Casual Leaves lapse at the end of each year.
- 6 Sick leaves each year to non ESIC member.
- One Privilege Leave (PL) after completion of 20 working days in a month. For easy calculation this has been rounded off to one PL earned after completing each month of working.

Points to note:

- Leaves need to be pre-approved. If not pre-approved, an emergency needs to be proven and a letter needs to be given supporting the same
- Leaves taken without Notice and supporting documents will be treated as absent from Work and the salary for the day would be deducted.
- Sick Leave (SL) will apply only on the basis of medical certificates and will first run out casual leave, then run out privilege leave, and finally 6 sick leaves based on medical certificates will get treated as per law.
- Anybody late by more than half hour for two days or more in a week would be marked half day leave unless pre-approved.
- Also, anybody who works for less than 5 hours in a day will be marked on half day leave or sign in and don't sign out or vice versa. Not applicable for Managers working for multiple properties.
- Anybody not signing the attendance register / tracker will be marked as a leave for that day.
- If around a holiday, the holiday is included.
- If holiday on one end of the leave, then not included.
- Leaves are on calendar year basis.
- Maternity Leave – 6 month's salary paid for any employee who has been with the Company on full time employment for a minimum period of one year or more. Last three-month's salary is settled when the person joins back office after 6th month. No extensions can be permitted. Employee covered under ESIC is entitled to receive benefit as per ESIC scheme.
- Casual Leaves can be a day in advance, but Privilege leave needs to be planned and approved at least four weeks prior. Casual / Sick and Privilege leaves can't be clubbed.

Proprietary document of TLC R M Pvt Ltd www.tlgroup.com January 2018