

Effective date:

Approved by:

Fillable PDF. Set the entitlement numbers and dates in the shaded boxes, save, and circulate. This policy is incorporated into the Staff Employment Agreement by reference and may be updated each year.

**Why this policy exists.** Predictable, fair attendance lets every team and both units run smoothly — and it protects the reliable majority who show up and plan their leave well. This is about clarity and fairness, not surveillance: when the rules are the same for everyone and written down, no one is left guessing and no one is treated differently for who they know.

### 1. Scope & leave year

- Applies to **confirmed and permanent staff** across both units — Unit 1 (Delhi) and Unit 2 (Manesar). During probation, CL and SL apply pro-rata; EL accrues and is normally availed after confirmation or as approved.
- The **leave year is the financial year (1 April - 31 March)**. All annual entitlements below are per leave year.
- Where the Shops & Establishments Act of the relevant state (Delhi or Haryana) grants more than this policy, the higher statutory entitlement applies.

To confirm before issue: Delhi (Unit 1) and Haryana/Manesar (Unit 2) have different statutory leave minimums. Set the numbers below to meet the higher applicable floor, or issue unit-specific figures. Recommend a quick legal check.

### 2. Types of leave & entitlement

Leave type	Days / leave year	Carry-forward	Encashment
Casual Leave (CL)		No	No
Sick Leave (SL)		No	No
Earned Leave (EL)		Up to _____ days	At full & final, per law
Maternity Leave	26 weeks (statutory)	—	—
Compensatory Off	Per qualifying day worked	Lapses in _____ days	No

#### 2.1 Casual Leave (CL)

For urgent, unavoidable personal needs. Max 1 day at a time; **approved in advance**; not clubbed immediately before/after a weekly off or holiday without prior approval; not during critical review days, month-end, or urgent operational schedules. More than 2 CL in a month is treated as Leave Without Pay (LWP). No carry-forward or encashment.

#### 2.2 Sick Leave (SL)

For genuine illness only. A medical certificate (Registered Medical Practitioner / ESI / Government doctor) is required for absence of more than one day. A pattern of SL around weekends/holidays may be reviewed and, after verification, adjusted as CL/LWP.

#### 2.3 Earned Leave (EL)

For planned absence. EL **accrues as a statutory entitlement** — its *timing* is subject to approval and business need, but the entitlement itself is not forfeited arbitrarily. Preferably planned in blocks

and applied for in advance; carry-forward up to the cap above; encashed at full-and-final settlement as per law.

## 2.4 Maternity Leave

Provided as per the Maternity Benefit Act (currently 26 weeks for eligible employees), and other entitlements under that Act, as amended.

## 2.5 Compensatory Off (Comp-Off)

- Earned when a staff member works, **at the Company's prior request and approval**, on a weekly off or declared holiday (or a full extra day's equivalent). The extra working itself must be approved in advance.
- One comp-off per qualifying full day worked; must be availed within the window above, after which it lapses. Comp-off is **not encashable** and cannot be accumulated beyond the window.
- Comp-off must be applied for and approved like any other leave; it cannot be self-declared.

## 2.6 Public holidays

As per the annual holiday calendar for each unit, including the three compulsory national holidays (26 January, 15 August, 2 October).

# 3. Attendance & punctuality

Working hours, shift timings, and weekly off follow each unit's published schedule. Regular, punctual attendance is expected of everyone. A **grace period of 10 minutes** applies; reporting beyond it is marked as Late Coming.

## 3.1 Late coming

Penalties are graduated and tied to the time actually lost — not a flat full-day cut for a few minutes:

Late marks in a month	Action
Up to 3	Counselling / written note
4 to 6	Warning + deduction proportionate to time lost
More than 6	Proportionate deduction / LWP for time lost; review
Habitual	Disciplinary action under the Employment Agreement

Late coming cannot be adjusted against CL or EL.

## 3.2 Short leave & half-day

**Short leave** = late arrival or early departure beyond permissible limits, leaving less than minimum hours. **Half-day** = attendance for less than half the scheduled hours. Maximum 2 instances (short leave or half-day) per month; beyond that, proportionate EL/LWP deduction applies. All requests need **advance approval in writing or via the HR system — oral permission is not valid.**

# 4. Official Duty (OD)

OD is authorised absence during working hours for Company-assigned work (customer/vendor visits, audits, training, bank or statutory work). OD must be **approved in advance** by the Department Head and HR — it is never self-declared. Each request must state purpose, location, time out, and expected return, and be recorded in the HR system (Loyalty). Supporting proof may be requested.

# 5. Gate Pass

- A gate pass is mandatory for any exit during working hours (personal work, bank, medical, vendor/customer, or any temporary exit).
- **Each gate pass is valid for 2 hours.** Exit beyond this without a fresh approval is treated as unauthorised movement.

- Must be **approved in advance** by the Department Head; security permits exit only on a valid pass.
- Maximum 2 personal gate passes per month. Exceeding the limit or the 2-hour validity attracts short leave / half-day / proportionate deduction.
- Security and HR maintain gate-pass logs (in the HR system); usage is reviewed monthly.

## 6. Approval matrix

Request	Approves (in advance)
Short leave / half-day	Department Head / HR
Casual Leave (CL)	Department Head (HOD)
Sick Leave (SL)	HR (with valid medical proof)
Earned Leave (EL) / Comp-off	HOD / HR / Head of Unit
Official Duty (OD) / Gate pass	HOD (OD also HR)

Everything in this policy is **subject to approval in advance**, in writing or through the HR system. Oral or after-the-fact approvals are not valid.

## 7. Consequences of acting without approval

If any of the following is done without the required advance approval, it is treated as unauthorised attendance behaviour and carries the consequence shown. Serious or repeated cases follow the fair process in the Employment Agreement (counselling → written show-cause → opportunity to respond → decision).

Action without approval	Consequence
Late beyond the grace period	Late mark per the late-coming scale (§3.1)
Leaving premises without a gate pass, or staying out beyond the 2-hour validity	Unauthorised absence — half-day / proportionate LWP + warning
OD taken without approval / self-declared	Treated as unauthorised absence — LWP + written warning
Comp-off or leave availed without approval	Not credited; treated as leave / LWP
Absence without intimation — 1 to 2 days	LWP + counselling
Absence without intimation — beyond 3 consecutive days	Show-cause notice; may be treated as misconduct / abandonment of service under the Employment Agreement
Habitual / repeated violations	Disciplinary action up to separation, with due process

All pay deductions are limited to the period/time actually lost and applied lawfully under the Code on Wages / Payment of Wages rules.

## 8. Grievance

If a staff member believes a leave or attendance decision is unfair, they may raise it with HR in writing within 7 working days; HR will review and respond. This protects against arbitrary action and keeps the system fair.

## 9. General provisions

- Leave *timing* is subject to approval and business need; statutory entitlements accrue as per law.
- This policy is part of the Staff Employment Agreement & Code of Conduct by reference, and is read together with it. The Company may update this policy from time to time and will communicate changes.

- This policy replaces all earlier informal practices on staff leave and attendance.

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Issued by (HR)

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Approved by

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