

Holidays Policy of Nisarga Foundation

This leave policy allows flexibility for employees to meet personal, family, work and community commitments without compromising the achievement of business objectives. The policy applies to all employees. Leave is a necessarily statutory measure and the ultimate aim is to get more recuperation, productivity and loyalty from staff.

Leave is a means to meet personal exigencies, is an opportunity to further relationship with family/society/hobbies & interests/nature.

Most importantly one's own self. Any leave logically should give an extra energy for subsequent work schedule.

Types of leave

This policy covers the following types of leave:

- Casual Leave (CL)
- Sick Leave (SL)
- Privileged & Earned Leave (PL/EL)
- Compassionate leave
- Maternity leave
- leave without pay

1. Casual Leave (CL) : 08

These leave are granted for certain unforeseen situation or were you are require to go for one or two days leaves. In these case either the person has to take the permission in advance or has to be regulated on joining. this leave is normally never clubbed with Privilege leave, but it can be clubbed with sick leave if there is is no sick leave balance. Again quantum var from state to state as per shop & establishment act, normally this leave is not encash able or never carried forward. these days to attract people or to reduce absenteeism at the end of the year the balance Casual leave in converted to PL in the leave account.

2. Sick Leave (SL) : 08

Sick leave is the leave that an employee can avail in case of sickness of self or relative (as specified under law). Sick leave provides pay to employees when they are out of work due to illness. Sick leaves accumulated in a year can be carried forward and availed in the next year.

3. Privileged Leave/Earned Leave (EL/PL) : 15

These are the leaves which are earned in the previous year and enjoyed in the preceding years. These are also known as privilege leave this can be carry forward for the quantum up to the total of three years and vary from state to state as per the shop & establishment act. These are encash able on basic salary to the employee. the condition for taking these leaves usually differ from organisation to organisation but normally in advance at least 15 days. this can be clubbed with sick leave if sick leave is not balance with the employee.

4. Compensatory Leave/off

These leave are granted if the person come on work during the holidays, normally compensated as leave to be taken or as an encashable option.

5. Maternity Leave

According to the Maternity Benefit Act female workers are entitled to a maximum of 12 weeks (84 days) of maternity leave. Out of these 12 weeks, six weeks leave is post-natal leave. In case of miscarriage or medical termination of pregnancy, a worker is entitled to six weeks of paid maternity leave. Employees are also entitled to one additional month of paid leave in case of complications arising due to pregnancy, delivery, premature birth, miscarriage, medical termination or a tubectomy operation (two weeks in this case).

6. Leave without pay

If person do have any leave to his balance and the situation warrants him to take the leave, the leave is granted by the organisation as loss of pay or which may be adjusted against the future leave or as a special case the special paid leave based on the person contribution to the organisation at management discretion.

Leaves can be broadly divided based on its applicability to establishments covered under the Factories Act and the Shops and Establishments Act. Leave is calculated for the calendar year January to December.

LEAVE IN ESTABLISHMENTS COVERED UNDER THE FACTORIES ACT

Leaves as per Factories Act applies to all Management Staff, Executives, Supervisors, workers and contract workers as all of them fall under the definition of 'worker' under the Factories Act.

Type of Leave	Privileged / Earned	Casual	Sick	Maternity
Quantum per year	1 day leave for every 20 days worked in the previous year (Eg. 300 days worked = 15 days leave)	Nil	Nil	As per ESI Act OR Maternity Benefits Act
Entitlement	On working 240 days in the first previous year	NA	NA	NA
Utilization	To apply for leave 15 days prior. Leave not to be availed more than 3 times a year	NA	NA	NA
Carry Forward	Not more than 30 days	NA	NA	NA

Other provisions

1. If the Employee has quit or has been terminated, his earned leave balance should be paid to the employee and in case of death, to the nominee, within 2 days.
2. Any worker who has applied for leave and has not been granted the same, such refused leave shall be carried forward without any limit.
3. Leave can be calculated on Basic wages and DA.
4. Leave book & Leave Register to be maintained for each worker

LEAVE IN ESTABLISHMENTS COVERED UNDER THE SHOPS AND ESTABLISHMENTS ACT

Shops and Establishments Act provides for provisions of leave for the employees. The said Act is framed by each State on its own and therefore would be different in its provisions. Therefore, a table has been designed to collate provisions of leave as applicable to each State separately.

KARNATAKA SHOPS AND COMMERCIAL ESTABLISHMENTS ACT, 1961

Type of Leave	Privileged Leave/ Earned Leave	Casual Leave	Sick Leave	Maternity Leave
Quantum per year	20 days (1 leave for every 20 days) on working 240 days in a year	-	12 days on Medical grounds	Provisions of Maternity Benefits Act, 1961 to apply
Entitlement	On working 240 days in a year. On joining mid year, he will be entitled to 2/3rd of the remaining period during the year	-	-	
Accumulation	Maximum of 30 days	Not allowed	Not allowed	

- **Encashment of leave**

Under Factory Act there is no mention of leave encashment while in service even with consent of Management. An employee can take leave encashment while quitting services, superannuation, discharge, dismissal or death. Leave encashment should be as per average daily wage of employee. There are some companies which pay leave encashment on basic and DA, which is not correct.

- **Employee take leave during notice period**

Yes, employee has right to take leave during notice period.

List of General Holidays of Nisarga Foundation- 2019

SL. No.	Festivals	Dates	Day
1	Sankranti	15 th January	Tuesday
2	Republicday	26 th January	Saturday
3	Mahashivarathri	4 th March	Monday
4	Chandramana Yugadi	6 th April	Saturday
5	Good Friday	19 th April	Friday

6	May Day	1 st May	Wednesday
7	Ramzan	5 th June	Wednesday
8	Bakrid	12 th August	Monday
9	Independence Day	15 th August	Thursday
10	Ganesha Chaturthi	2 nd September	Monday
11	Mahalaya Amavasya	28 th September	Saturday
12	Gandhi Jayanthi	2 nd October	Wednesday
13	Ayudha Pooje	7 th October	Monday
14	Vijayadashami	8 th October	Tuesday
15	Deepavali	29 th October	Tuesday
16	Kannada Rajyothsava	1 st November	Friday
17	Christmas	25 th December	Wednesday

Acknowledgement by the Employee:

I have received a copy of the above policy which I have read and understood.

Signature:.....

Date:

Name of the Employee: