# Leave & Attendance Policy (India)

## 1. Introduction

This Leave & Attendance Policy outlines the leave entitlements, attendance expectations, and working hour norms for all employees of [Company Name]. It ensures fairness, compliance with Indian labor laws, and supports workforce planning.

## 2. Purpose

The purpose of this policy is to: - Define the types and structure of leaves available to employees - Set expectations regarding attendance and punctuality - Ensure consistent leave practices across the organization - Comply with applicable Indian laws and state-specific requirements

## 3. Scope

This policy applies to all full-time, part-time, probationary, and contractual employees of [Company Name] working in India.

## 4. Working Hours and Attendance

* Standard office hours: 9:00 AM to 6:00 PM (Monday to Friday)
* Lunch break: 1 hour (flexible between 12:30 PM to 2:30 PM)
* Grace period of 10 minutes allowed for login; more than 3 late arrivals in a month may require HR intervention
* Employees must mark attendance daily via [HRMS tool / biometric system]

## 5. Leave Types

### 5.1 Casual Leave (CL)

* Entitlement: 7 days per calendar year
* Used for personal or urgent matters
* Prior approval required unless it’s an emergency

### 5.2 Sick Leave (SL)

* Entitlement: 7 days per year
* Medical certificate required for absences exceeding 2 days
* Can be clubbed with earned leave for longer recovery periods

### 5.3 Earned Leave (EL)

* Accrual: 1.5 days for every 30 days of completed work
* Can be carried forward to the next year
* Maximum accrual as per state rules (typically 30–45 days)
* Encashment allowed during exit as per applicable laws

### 5.4 Optional Holiday / Compensatory Off

* Employees may avail up to 2 optional holidays in a calendar year
* Compensatory Off (Comp Off) allowed for working on declared holidays with manager approval

### 5.5 Maternity Leave

* As per Maternity Benefit Act: 26 weeks for the first two children
* Additional leave may be granted at management discretion

### 5.6 Paternity Leave

* Up to 5 days of paid leave post-childbirth
* To be availed within 30 days of childbirth

### 5.7 Leave Without Pay (LWP)

* Applicable when no paid leave balance exists
* Impacts payroll and may affect appraisals

## 6. Holiday Calendar

* Employees are entitled to 10–12 paid public holidays annually
* Company will issue an annual list of holidays at the beginning of each calendar year

## 7. Leave Application Process

* Submit leave requests via [HRMS/email] at least 3 working days in advance
* Emergency leaves must be informed to the reporting manager within 24 hours
* Approval from reporting manager and HR is mandatory

## 8. Attendance Irregularities

* Repeated late arrivals, early logouts, and unplanned absences may result in HR counseling
* 3 or more unplanned absences in a month without communication may lead to disciplinary action

## 9. Disciplinary Action

Misuse of leave privileges may result in: - Written warning - Deduction from leave balance - Loss of pay - Escalation to HR for formal action

## 10. Policy Review

This policy is subject to review every 12 months or as required due to changes in labor laws or company policy.

## 11. Acknowledgement

All employees are required to sign the policy acknowledgement form at the time of joining or upon any update.

**Acknowledgement Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read, understood, and agree to comply with the Leave & Attendance Policy of [Company Name].

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_