



✉ contact@niramai.com

🌐 www.niramai.com

Annual Leave Policy Version 2.0

Niramai Health Analytix

Approved by –

Dr. Geetha Manjunath
Founder & CEO
Niramai Health Analytix.



1. Objective:

Niramai Health Analytix Private Limited (“Company”) believes that employees should have opportunities to enjoy time away from work to help balance their professional and personal lives. The Company encourages all employees to spend time with family for leisure, taking care of personal work, or rest due to medical reasons.

This policy outlines the, the applicability, rules and procedures with regards to consumption and approval of leave.

2. Applicability:

This policy is applicable to all regular employees of the Company.

3. Leaves

3.1 Annual Leaves

3.1.1 Permanent employees are eligible for annual leave of 25 working days, including 13 days of Earned leaves and 12 days of sick leaves yearly basis.

3.1.2 Employees are advised to use their annual leave, after confirmation of services with the Company

3.1.3 Employees are entitled to accrue Earned leave on a pro-rata basis (1.1 days for each completed month), calculated for every completed month of service, starting from their date of joining.

3.1.4 Any deviation should have approval of concerned Head of Department and HR Head.

3.1.5 Cycle for Annual leave will be maintained from Jan – Dec, every year.

3.1.6 Only working days to be taken as leave days. Thus, even if a weekly off or holiday is prefixed and suffixed with leave, the weekly off shall not be counted as leave day. Thus, if one takes leave from Tuesday through to Friday with the Wednesday and Thursday in between being holidays, the number of leaves consumed shall be only two while the employee would be away from work for four days. However, this applies only when the employee is having enough leave credit balance, and not in the case of “Leave without pay”.

3.2 Maternity Leave

Maternity leave at the Company shall be administered as per the prevailing Law/Act.

3.2.1 In order to be eligible for benefits guaranteed under the Act, the woman employee must have worked with the organization as a regular employee for at least 80 days during the 12 months immediately preceding the date of her expected date of delivery of child.

3.2.2 Eligible women employees are applicable for maternity leave of 26 weeks upto two children, including pre-natal leave of 8 weeks. If a woman employee already has two children, she is entitled to 12 weeks of maternity leave, including 6 weeks of pre-natal leave.

Employees are allowed to use annual leave in continuation with maternity leave, after first having consumed the maternity leave, subject to approval by Department Head and HR Head

In case of miscarriage or medical termination of pregnancy, upon production of proof, the woman employee is entitled to a leave of 6 weeks immediately from the date of miscarriage or termination, with wages at the rate of maternity benefit. In case of tubectomy (family planning), upon production of relevant proof, the woman employee is entitled to a leave of 2 weeks from the date of her tubectomy operation, with wages at the rate of maternity benefit



- 3.2.3 In case of illness arising out of pregnancy, delivery of child, premature birth of child, miscarriage, medical termination of pregnancy or tubectomy operation, the woman is entitled to a leave of absence with wages at the rate of maternity benefits, for a period not exceeding 1 month. This has to be supported by necessary documents issued by the doctors stating the necessity of such leave. This leave is granted based on circumstances of each case and should necessarily be recommended by the sanctioning authority and approved by the Head HR.
- 3.2.4 An eligible woman employee is also entitled to 12 weeks of adoption leave, when adopting a child under the age of three months; A commissioning mother is also entitled to a 12-week leave, from the date the child is handed over to her.
- 3.2.5 Though Indian law does not cover Paternity leave, we are also extending the policy to provide five days of paternity leave before or up to six months from the date of delivery of the child.
- 3.2.6 Maternity leave is not en-cashable in any manner, under any circumstance. It cannot be accumulated or used in instalments.
- 3.2.7 The employee must submit a scanned copy of the leave application form with the maternity leave start date & end date to the HOD & a copy of the same should be given to the HR Department.



3.3 Compensatory Leave / Off

3.3.1 Employees may be required to work on public holidays and / or during weekly off days. If such work is officially mandated in writing by either the HR head or Department Head, then the employee may be compensated with compensatory leave for those days.

3.4 Leave without pay`

3.4.1 An employee can apply for leave without pay only when there is no leave remaining to the employee's credit. Leave without pay can also be availed under special circumstances, endorsed by the Management. All such leaves must be approved by the Manager & sanctioned by Head HR; and if the total duration of 'leave without pay' exceeds 15 continuous days it will require the approval of Head of the Organization on mail. Any holidays (Saturday/ Sunday or Public holiday) interceding the duration of LWP, implying that if a weekly off or Public holiday is prefixed or suffixed with this type of leave, the same shall be counted as a Leave without Pay (LWP).

3.4.2 Leave without pay for an employee is authorized based on special circumstances and attentive to the business impact.

3.4.3 No components of the employee's salary are to be paid during this period, and the associate is not granted any benefit linked to attendance during the duration of the unpaid leave.

4. Leave Accumulation & Encashment

4.1 Any unused Earned leave balance can be carried forward from one calendar year to the next, though the maximum accumulation of leaves is capped at 35 days, and the rest shall lapse.

4.2 Leave encashment can be availed by employees, after they have completed three years with the company, or at the time of exit

4.3 An employee can apply for leave encashment once they have reached the maximum limit of 35. If any employee has encashed their leave balance once during their tenure, they can request for the next encashment only when they accrue a total earned leave balance of 35, or at the time of exit.

4.4 Leave encashment will be calculated @ Basic Salary and on the calendar year basis

5. Public Holidays

5.1 Employees are entitled to customary paid festival and national holidays as outlined by the Company and announced at the beginning of each calendar year.

6. General Guidelines

6.1 Extension of leave

6.1.1 If the employee wishes to extend an annual leave, he/she is required to complete an application on the leave portal, else in writing or email. The employee may also inform his/ her Immediate Manager via telephone or other means, but prior to the expiration of the current leave period, the same must be approved by the Immediate Manager over mail or on the HR portal. If including extension of annual leave, the total duration of annual leave exceeds 15 days (excluding any weekends & declared holidays), the same would need to be approved by Head HR, and if the duration of extended annual leave exceeds 25 days, the same would require approval of Head of the Organization.



6.1.2 Please note: If the employee does not receive any such approval in writing, the application for extension of leave will be treated as rejected and the employee will be required to resume duties on completion of leave originally granted; failure to comply with the same could result in disciplinary action including termination from service, may be initiated against the employee by the Company. His/her salary shall be put on hold till he/she returns and informs the reason of such absence in a satisfactory way to his/ her immediate manager and HR.

6.2 Leave during notice period

6.2.1 Leaves cannot be adjusted against the notice period. Any deviation to this clause, would need to be approved by Head HR.

6.2.2 Employees serving notice period, are advised to not take leave, unless absolutely necessary, and the same has been capped at 3 Annual Leaves during the entire notice period, basis approval by the Immediate Manager.



6.3 Emergency Leave Details

6.3.1 All leaves should be taken with prior approval. In case, any leave has to be taken in an emergency situation, the employee must make best efforts to communicate his/her immediate manager/HOD on the first day of such leave.

6.3.2 The request for such leave needs to be submitted and approved on the HR Portal or via email


6.3.3 If an employee remains absent without approved leave and without approval from the sanctioning authority for a period of seven (7) consecutive days or more, disciplinary action including termination from service, may be initiated against the employee by the Company. His/her salary shall be put on hold till he/she returns and informs the reason of such absence in a satisfactory way to his/ her Immediate Manager/HR.

6.4 Responsibility of the Employee:

6.4.1 Employees are required to apply for leave on the official leave module of the HR Portal; also ensure that any long leave is applied well in advance for approval.

6.4.2 Employees are required to follow the leave approval process detailed out in clause 6.2 in case of any extension of leave and clause 6.3 in case of emergency leave. An act of proceeding on leave without approval by sanctioning authority on the HR Portal or in writing will be treated as an act of misconduct and the employee will be liable to disciplinary action, if deemed necessary.

6.4.3 In cases of approved leave without pay on medical grounds, the employee is required to provide all the relevant medical documents to HR within 7 days from the start of such leave.

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2.0	Policy Update	01-Jan 2020	 Dr. Geetha Manjunath Founder & CEO Niramai Health Analytix.