



KESMONDS GROUP OF COMPANIES LEAVE POLICY



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LEAVE POLICY FOR KESMONDS GROUP OF COMPANIES

The Kesmonds Group Limited (all services and products department involved) Leave Policy is an essential policy document needed for all employees. In this document, we explain details related to work leave and permissions. Today I cover the following.

ARTICLE 1: IMPORTANCE OF THE KESMONDS LEAVE POLICY?

Imagine that you just joined Kesmonds. You have been planning your next dream vacation for a while now. You're planning to take off but don't know how to apply and how many days of leave you're going to get. This confuses and may hurt the employer's reputation. This is an elaborate document that outlines all possible procedures and protocols for the workforce to avail of leave. This set of rules is known as the Leave Policy. As we know, employees are the most valuable asset of this organization.

Lack of a proper leave policy can lead to:

- Unapproved absence of employees from duty.
- Lower productivity.
- Fall in productivity hours
- Missing of important targets, etc

These types of issues can be resolved with a proper Leave Policy for employees in the workplace. For example, if an employee is on leave with no prior information, then his/her work suffers as the company is not prepared for the unexpected absence. But on similar terms, if an employee applies for leave in advance, then in such case the stakeholder is aware of it and the entire team can manage the work in the employee's absence so that there is no loss of productivity. Leave Policy, when implemented in the company, provides a common understanding between the employer and employee as to how leave can be taken during the tenure. Finally, various leave reports are required for compliance purposes. This leave policy helps you in the following ways:

- It defines the number of leaves available at Kesmonds Group.
- The types of leaves that they are eligible for.
- How can an employee apply for leave?

With this leave policy, be assured that we will provide you with days off to:

- Take care of any issues they have.
- Take time off for vacation.
- Recover from an illness.
- Celebrate their festivals.
- Deal with life events.
- Simply take a break or relax.

What is the purpose of a leave policy?

The purpose of the leave policy for employees is to set up guidelines regarding:

- when to avail leave,
- the process to take leave with pay,
- leave without pay,
- leave of absence policy and so on.



Who is eligible for the leave policy?

The Leave policy applies to all the regular employees of Kesmonds Group.

Article 2: What are the guidelines for the Kesmonds leave policy?

What are the guidelines for leave policy?

- Leave cannot be claimed as a matter of right. Any kind of leave can be also granted or refused depending upon the company's demands.
- Leave of absence from work without proper approval will call for disciplinary action which might lead to dismissal.
- The calendar year for leave is from January to December.
- All employees of Kesmonds Group who have served a least one year are eligible for leave.
- All leave records of the employees shall be managed by the branch managers or directors with the approval of the HRM.
- Employees will be eligible for Earned Leave only after completion of the probationary period giving a total of one year. On confirmation Earned leave for the period of probation will also be credited to the employee's account.
- Every employee of Kesmonds who has worked for one year is eligible for 30 days of annual leave.
- The 30 days of annual leave can be taken in a single period or divided into several days.
- Leaves exceeding 5 days must be requested 1 month earlier except for unavoidable circumstances (death of a first-line relative, father, mother, child, or sibling.) or accidents or sickness.
- A Maximum of 10 earned leave days can be carried forward to next year.
- An employee can also avail of paid leave depending upon the leave balance available to the employee. Also, unpaid leave can be availed when the leave balance is exhausted and the employee needs leave on approval from the immediate manager, HOD, Director, and HR.
- An employee shall not proceed on leave unless leave has been approved by the reporting manager in writing under the company's letterhead.
- Leave without approval will also be considered as leave without pay and will lead to disciplinary action.
- Weekends and any holiday lying between the sanctioned leave periods will be excluded and not be counted as leave in case of casual and earned leave.
- Leave for the coming year cannot be availed in the current year.
- In case of planned leave, it is the responsibility of the employee to apply for leave in advance. However, in case of unplanned leave employee must regularize leave within two days of resuming duty.
- Leave for Leave Travel Allowance LTA should be earned leave. It cannot be a casual leave.

Cancellation of leave

- Approved leave can also be canceled depending upon the company's demand.
- Once the leave is canceled by the reporting manager, an automatic notification will reach the employee and HR.
- Leave balance will be updated accordingly by HR.

Extension of leave

- In case of an extension of leave due to any unforeseen circumstances the employee must inform HR in advance.
- In case an employee overstays without approval, it will be treated as an absence from duty and disciplinary action will be taken against the employee.
- Leave extended without permission will also be treated as a loss of pay.

Leave calculation on resignation/termination

In case, the employee has resigned from the services or on termination of the employee, privilege leave will be calculated till the last working day of the employee and will be paid in full and final settlement of the employee. Once the employee is terminated, all benefits end from the date of termination.



ARTICLE 3: WHEN CAN YOU TAKE LEAVE AT KESMONDS?

As Kesmonds Group of companies, we have 4 kinds of leave policies:

1. Fixed number of leaves that are also given annually and can be used at any time.

This annual leave has a total of Twenty-One (21) Days excluding public holidays. This leave can be taken at once if the employee has spent a year in the company and did not accumulate leave days over the year. This leave is paid and, in some cases, the employee may receive a travel allowance depending on their productivity and conduct during the year.

2. Set a number of leaves that are also gathered on a daily, weekly, or monthly basis.

Every employee including those on probation are eligible for this category. This leave is taken to handle personal or family related agencies. This leave is usually ranges from a few hours to 48 hours maximum. All leave exceeding 48 hours requires a written approval of the HR or MD. Any leave days taken off is usually reduced from the total number of annual leave days.

3. Maternity Leave

The responsibility for payment of maternity leave is for the individual employer. Especially for owners of Small- and Medium-sized Enterprises (SMEs) this can be challenging, because they often lack the resources to provide 60 working days of maternity leave on full pay.

• **Who is entitled to maternity leave?**

Kesmonds Group Female employees. In addition to annual leave, as a consequence of pregnancy, a female employee has the right to a period of sixty (60) days of unpaid leave from work.

• **What should an employee do to get maternity leave?**

A Kesmonds Group female employee has to apply for maternity leave at an appropriate time, preferably when delivery is approaching. If requested by the employer a female employee will provide a certificate as to her medical condition from a qualified medical practitioner or midwife from a recognized medical facility.

• **What about job security after maternity leave – can a woman lose her job because of pregnancy?**

A Kesmonds Group female employee cannot lose her job due to pregnancy; in case it happens, the matter should be reported to the district labor officer.

• **Legally Married Men at Kesmonds**

Legally Married men at Kesmonds Group are given five to six days of paternity leave when they welcome a new baby with their legally married wife. Husbands or fathers can take leave to assist their partner in the hospital.

• **Breastfeeding leave/time off for breastfeeding?**

Kesmonds Group offers Breastfeeding time off for breastfeeding mothers to feed their baby.

4. Bonus Leave

This leave policy is granted by the president of Kesmonds Group of companies to outstanding staff from each branch. This may include a doubled monthly salary, and an all-expenses funded vacation to one of the company's branches.

ARTICLE 4: OTHER TYPES OF LEAVES AND THEIR POLICIES.

1. Sick Leave/Medical Leave

Sick leave is time off also given by the company to allow employees to recover from an illness and take care of their health. These leaves are also crucial to allow employees to get the rest they need without worrying about losing pay. It's important you also ask your employees to take the day off if they are sick. Sick leave is not included in the 21 days annual leave. Any sick leave exceeding two working days requires a certificate as to evidence from a qualified medical practitioner or midwife from a recognized medical facility. (Please Note: this certificate is NOT a clinical report of the employee's illness)

2. Casual leaves

Casual leave is taken by an employee for:

- Travel
- Vacation
- Rest
- Family events
- Death

Such leaves are given to allow the Kesmonds Group employee to take time off for any life events they have like traveling to another country or weddings they have to attend. Kesmonds gives employees casual leave to allow them to prioritize their private life when required. Casual leave days are counted in the annual leave days. Casual leave is given to everyone including employees on probation. Casual leave application exceeding two working days will require a written application and the approval must be written.

3. Public holiday

Public holidays are days that are given as leave by the government and not counted in annual leave days.

- Public holidays include:
- Independence Day.
- Memorial Day.
- Labor Day.
- National cultural holidays.
- Any nationally-recognized day like the death of a prominent leader of the country.

Include these leaves within your leave policy by also looking into the holidays that the government has mandated for the country.

4. Religious holidays

The employee places importance on religious holidays that they celebrate and would want a day off to spend time with their loved ones and celebrate the festival and not counted in annual leave days. Religious holidays include:

- Christmas.
- Eid, Easter.
- Holi.
- Yom Kippur, and so on.

5. Bereavement leave

Losing a loved one is an unavoidable circumstance and, in such events, Kesmonds employees can take abrupt leave. Kesmonds employees have a bereavement leave of five working days for the loss of first-line loved ones (parents, child, siblings) and two to three working days for other immediate relations. This is arranged with the immediate supervisor on the approval of the HR or MD. The bereavement leave policy provides the employee with the time to grieve their loss, deal with any responsibilities they may have due to the death, and permit them to ask for bereavement leave without any issue. This is included in the annual leave days.

6. Compensatory leave

Kesmonds Group employees who have clocked in more hours than they were required to can be eligible for compensatory days off. Ensure that any employee who has put more time in or come to work on days they were off (like Saturday) is given a compensatory day off. This is determined by the branch manager and HR or MD.

7. Sabbatical leave

To say it simply, sabbatical leaves are “a break from work” where employees can pursue interests they have or take time off for physical and mental health reasons. Unlike other leaves, sabbaticals are long leave periods, from three months to a year. Sabbaticals are commonly taken by Kesmonds International University professors who might need to take a break from their teaching role to research their projects or travel abroad for training.

8. Unpaid Leave (or leave without pay)

If an employee has surpassed the number of leaves, they were eligible for and is taking a leave that doesn't fall under special leaves like maternity or bereavement leave, they can still take a leave with a compensation cut. Any leaves taken in the year outside of the paid leaves will result in a pay cut for the employee. Ensure that you've clarified the number of leaves the employee has and told them how much pay is cut per leave day they take outside their eligible leaves. Any absence from work results in a pay cut following the policies of the office concerned.

What are some additional Kesmonds Leave Management terms?

1. Loss of Pay

When you don't have adequate leave balance and avail leaves, such leaves are beyond your 'paid leave' privileges and therefore you will not be paid salary for such excess leaves. These are termed as Loss of Pay (LOP) or Leave Without Pay (LWOP). For example, using procured leave without prior intimation or approval, or not providing medical certificates in case of sick leave as per policy. You will see that the salary you receive at the end of the month will be reduced due to 'LOP'.

2. Leave encashment

This implies you receive money instead of leave balance and is similar to claiming your credit card points for money. Usually, leave encashment happens just at two stages:

1. When you have an excess leave balance beyond the limit as per your employment policy.

What is leave accrual/ accrued leave?

When a new employee joins the company, their statutory entitlement to holiday automatically starts to build, or accrue following the one-year policy.

This accrues even during:

- probationary periods,
- during periods of sick leave,
- maternity leave,

Over the course of a year, a full-time employee will be entitled to 30 days holiday a year.

Note:

- Kesmonds Group employee can take a leave at any moment within the year but must be six months apart from their last leave. Leave days can be accumulated and taken once or divided into four.
- Leave permission must be submitted 21 working days earlier except for health and bereavement-related issues.
- All leave-related issues must first be discussed with the immediate supervisor before being forwarded to the HR or MD.



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