



# **MANIPAL DOT NET PVT. LTD.**

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## **MDN LEAVE POLICY**

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**Important Note:**

- Leave is not a matter of right. MDN Management has all the rights to approve and reject the leave based on exigencies of business or seriousness of the case.
- It is necessary to schedule the leave in advance and in a manner that balances both the individual's desires and MDN's need for appropriate coverage on projects.
- Employee's Manager/Reporting Authority can also cancel the once sanctioned leave on situational / need basis.
- Every year in the month of December, MDN publishes its General Holidays list for next Calendar year. General Holidays includes Mandatory and Choice Holidays.
- This document is only for MDN internal circulation.
- Management reserves the right to restructure or change the leave policy at any time at its sole discretion.

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## 1. Mandatory Holidays

### **Introduction**

- Mandatory Holidays are published in MDN Holiday List.

### **Number of leave days**

- There are Ten (10) Mandatory Holidays.

### **Eligibility**

- All employees, including part-time employees will enjoy these leave benefits.

### **Process**

- This leave does not require any processing.

### **Accumulation**

- This leave cannot be accumulated.

### **Encashment**

- This leave is not encashable.

## 2. Choice Holidays (CH)

### Introduction

- Choice Holidays are published in MDN Holiday List.

### Number of leave days

- Maximum two among the declared can be availed subject to the following eligibility.

### Eligibility

- All employees, including part-time Employees, who have completed 6 months of service, are eligible to avail any two choice holidays out of the 14 declared in the MDN Holiday List.
- All employees, including part-time Employees, who have not completed 6 months of service, are eligible to avail any one choice holiday out of the 14 declared in the MDN Holiday List.

### Process

- Employees should submit the leave application from the website <https://in.manipal.net/mdnhrm> in prescribed format in advance to his or her Manager or Reporting Authority for approval.

### Accumulation

- Unused choice holidays will be credited to your Earned Leave (EL) account, as long as the total number of ELs is within the maximum limit.

### Encashment

- Unused CH is converted to EL and can be encashed as per EL encashment rules.

### 3. Earned Leave (EL)

#### Introduction

- Various types of leave are clubbed together to form a single category called Earned Leave (EL).
- Earned Leaves are in addition to the General and Choice Holidays approved by MDN.

#### Number of leave days

- All employees can earn maximum of 12 (twelve) days ELs in a Calendar year
- Employee can avail maximum 18 days EL at a time subject to availability and approval.

#### Eligibility

- EL is calculated on a **month-on-month basis** throughout the Calendar year (1<sup>st</sup> January to 31<sup>st</sup> December). In other words, an employee earns one EL per month and is credited on the last day of the month (just like receiving salary).
- Additional EL days, as long as they are within the maximum limit, may be granted by employee's Manager/Reporting Authority, in recognition of excess hours put in during critical project needs. Number of such additional days and their allocation are completely at the discretion of the Manager/Reporting Authority.
- Balance ELs cannot be adjusted against the notice period during termination or resignation from services

#### Process

- Employees should submit the leave application from the website <https://in.manipal.net/mdnhrm> in the prescribed format in advance to his or her Manager or Reporting Authority for approval, unless it is an emergency. Furnish all the details like leave period and valid reason for leave along with contact number. Employees must apply and get approval in advance. The advance period is as follows:

Length of Leave	Advance notification period
1 day or half day	1 day in advance
More than 1 day and upto 3 days	1 week in advance
More than 3 days and upto 5 days	2 weeks in advance
More than 5 days	4 weeks in advance

**Accumulation**

- If you are unable to use all your accrued ELs during a Calendar year, unused EL will be carried forward to the next Calendar year subject to unencashed.
- Leave policy allows accumulation of earned leave without lapse. This is applicable even when an employee's employment status changes from Temporary to Probationary period or extension of the same.
- Part-time employees can also accumulate 1 EL at the end of every month. However, these are really part-time ELs, corresponding to the employee's work commitment. For instance, if a part-time employee is working at MDN at 50% commitment, the ELs are really 50% ELs.
- When the part-time employee requests leave for a certain number of days, the EL balance will reduce by the corresponding number of days.
- If the part-time employee changes from part time to full time, the accumulated EL will be correspondingly adjusted.

**Encashment**

- Accumulated leave can be encashed once in a year by applying through Email before December 31<sup>st</sup> and the amount encashed will be awarded on last working day of January.
- The employee can encash any number of leaves, limited only by the number of EL available on the date of encashment.
- If the part-time employee chooses to encash the earned leave, the part-time nature of the EL will be used in the encashment formula.
- Encashable amount is computed using gross salary (Monthly Gross Salary/26 \* Encashable Leave), and not based on CTC.

## 4. Maternity Leave

### Introduction

- This leave is only for female, including part-time, temporary, probationary and confirmed employees.

### Number of leave days

- All female employees are eligible for paid Maternity Leave for a maximum period of twenty six (26) weeks for two surviving children and 12 weeks for more than two children.
- 12 weeks Maternity Benefit to a 'Commissioning mother' and 'Adopting mother'.

### Eligibility

- All MDN female employees.

### Process

- The applicant should inform about her pregnancy to the MDN Management in writing minimum 3 months in advance before proceeding on leave. The application should be supported by a medical certificate confirming the pregnancy and expected date of delivery.
- The weekly offs and holidays falling in this period will be part of the leaves availed.
- Leave without pay due to illness arising out of pregnancy may be granted as per the “Leave of Absence” policy listed below for an extended period. But the decision to grant such leave is solely under the discretion of MDN Management.

### Accumulation

- This leave cannot be accumulated.

### Encashment

- This leave is not encashable.



## 5. Paternity Leave

### Introduction

- This leave is only for married male, including part-time employees.

### Number of leave days

- Paid Paternity leave is for a maximum period of two weeks.

### Eligibility

- All married male employees who have completed 1 year of employment after confirmation is eligible.

### Process

- The applicant should inform about his wife's pregnancy to the MDN Management in writing minimum 3 months in advance before proceeding on leave. The application should be supported by a medical certificate confirming the pregnancy and expected date of delivery.
- The weekly offs and holidays falling in this period will be part of the leave availed.

### Accumulation

- This leave cannot be accumulated.

### Encashment

- This leave is not encashable.

## 6. Bonus Leave (BL)

### Introduction

- This is a special leave given to all confirmed employees, credited on Employee's MDN Anniversary Day every year.

### Number of leave days

- This is declared on MDN Anniversary Day by the Management. However, maximum BL is limited to 10 days per year.

### Eligibility

- BL runs from anniversary date to anniversary date.
- BL applies only to the confirmed employees.
- BL awarded to part-time employees is part-time BL, corresponding to the employee's work commitment.

### Process

- Employees should submit application from the website <https://in.manipal.net/mdnhrm> in the prescribed format in advance to his or her Manager or Reporting Authority for approval.

### Accumulation

- This leave cannot be accumulated. In other words, unused BLs is not carried forward to next year of service.

### Encashment

- This leave is not encashable.

## 7. Sick Leave (SL)

### **Introduction**

- Sick leave is a leave that an employee can avail only in the case of sickness of self.

### **Number of leave days**

- Paid Sick leave is for a maximum period of 12 days in a Calendar year.

### **Eligibility**

- All confirmed employees are eligible to avail Sick Leave.
- Sick Leave for the year is calculated on pro-rata basis of 1 Sick Leave per month and credited on January or on the date of confirmation, as applicable.

### **Process**

- Before proceeding on leave, an Employee should inform Management or Reporting Authority about his or her illness either by SMS, phone, email or in writing.
- On return from Sick Leave, Employees should submit the leave application from the website <https://in.manipal.net/mdnhrm> and get the approval.
- Sundays or mandatory holidays are included while counting the number of days availed.

### **Accumulation**

- Sick leave cannot be accumulated.

### **Encashment**

- This leave is not encashable.

## 8. Leave of Absence

### Introduction

- Leave in excess of entitled EL with or without prior approval will be treated as absence from duty. The days of absence will be treated under Loss of Pay (LOP)

### Number of leave days

- Not defined.

### Eligibility

- When LOP is requested by an employee, Manager/Reporting Authority can use discretionary powers to grant/deny LOP. If employee is repeatedly seeking LOP or is seeking LOP for unreasonable number of days, then Manager/Reporting Authority can request employee to submit his resignation and relieve the employee from duties. Reporting Authority may reconsider him/her as fresh employee if and when required.

### Process

- Employees should apply for Loss of Pay leave only through leave application in advance to his/her Manager/Reporting Authority for approval. Furnish all details like leave period and valid reason of leave with contact number.
- The weekly offs and holidays falling in the Leave of Absence period will be considered as part of the leave availed.

### Accumulation

- This leave cannot be accumulated.

### Encashment

- This leave is not encashable.

## Revision History

Date	Version	Changes made
30-Dec-2009	1.0	Initial Version
30-Jun-2016	1.1	Sick leave introduced
30-Nov-2016	1.2	a. No more EL lapse. b. Bonus leaves limited to maximum of 10 per year c. Changes to Sick Leave Eligibility
29-Mar-2017	1.3	Amended Maternity Leave from 12 weeks to 26 weeks.

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