



MDN LEAVE POLICY

Manipal Dot Net Pvt. Ltd.

Manipal-576 104, Karnataka, India

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 our internal circulation.
- **Management reserves the right to restructure or change the leave policy at any time at its sole discretion.**

Prepared on December 30th, 2009

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MANDATORY HOLIDAYS

Introduction

- Mandatory Holidays are published in MDN Holiday List.

Number of leave days

- There are Ten 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.

CHOICE HOLIDAYS (CH)

Introduction

- Choice Holidays are published in MDN Holiday List.

Number of leave days

- Maximum two among 14 declared, subject to 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 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 14 declared in the MDN Holiday List.

Process

- Employees should submit the leave application from the website <http://hr.manipal.net> in prescribed format in advance to his/her Manager/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 are within the maximum limit.

Encashment

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

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 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 more than 12 days. Since maximum accumulation allowed is 18, he can avail 18 ELs.

Eligibility

- EL is calculated on a **month-on-month** basis throughout the calendar year(1st January to 31st December). In other words, employees earn one EL per month and is credited on the last day of the month (just like receiving salary). An employee gets a day of leave if that employee has put in a full month's work that month. Employees joining in the middle of a month, get a full day of leave at the end of their first month, even if they have worked only part of that first month. In all other cases, employees have to complete the month to avail the leave for that month.
- 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/resignation from services.

Process

- Employees should submit the leave application from the website <http://hr.manipal.net> in prescribed format in advance to his/her Manager/Reporting Authority for approval, unless it is an emergency. Furnish all details like leave period and valid reason of leave 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.

- **Total number of accumulated leave cannot exceed 18 (eighteen) if accrued ELs are not utilized in a calendar year.**
- 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 15th and the amount encashed will be awarded on last working day of December.
- The employee can encash any number of leaves, limited only by the number of EL available on the date of encashment.
- Unencashed leave carries forward to the next year subject to the maximum limit of 18 days.
- 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.

MATERNITY LEAVE

Introduction

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

Number of leave days

- All female employees are eligible for paid Maternity Leave for a maximum period of twelve weeks.
- The applicant can avail six weeks leave before the date of delivery and six weeks leave post delivery. The maximum leave benefit under normal circumstances will be 12 weeks (3months).

Eligibility

- Eligibility of this benefit is restricted up to two surviving children only.

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 child birth.
- 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 above 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.

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 are 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 child birth.
- The weekly offs and holidays falling in this period will be part of the leave availed.
- Leave without pay due to illness arising out of pregnancy may be granted as per the "Leave of Absence" policy listed above 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.

BONUS LEAVE (BL)

Introduction

- This is a special leave given to all confirmed and part-time employees, declared in MDN Anniversary Day every year.

Number of leave days

- As per declared in MDN Anniversary Day every year by the Management.

Eligibility

- BL runs from anniversary date to anniversary date.
- BL applies only to the confirmed staff and part time staff.
- 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 <http://hr.manipal.net> in prescribed format in advance to his/her Manager/Reporting Authority for approval.

Accumulation

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

Encashment

- This leave is not encashable.

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 and 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.



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