

LEAVE POLICY

Star Air recognizes the legal and moral obligation of employees who may require absence from normal or usual work hours/ days & hence this Leave Policy is prepared.

A Leave Policy is a set of rules, procedures and guidelines established by organizations in accordance with applicable local laws & comparative industry norms, which govern the process, timeframes and reporting procedures for time taken off work. A leave policy will address the employees query, the procedures for requesting the leave, whether unused time can be carried forward to the next year and how unused leave is handled if the employee separates from the company.

These circumstances, as identified below, may require management discretion in granting or extending certain types of leave. Merit, reasonableness, travel issues, seriousness, operational requirements, past practice, will be considered for the granting of leave and at arriving at the final decision.

This leave policy is applicable from 01 September 2017 for all employees of Star Air.

Procedure for Availing Leave

- The calendar year for holiday & leaves in the company runs from 1st January to 31st December each year.
- In case of new joiner if the date of joining is in the middle of the year, then you will be eligible for proportionate leaves as per applicability.
- Sanjay Ghodawat Group follows the policy of "Earn and Avail" for leaves.
- It means leaves will get credited to employees account on prorata basis on completion of probation period. Probation period is of six months for all levels.
- During the probation period employees are allowed to avail maximum 1day of leave per month which will get deducted from his annual quota of CL OR SL.
- If you are in the service of the company, you are entitled for three types of leaves those are Casual leave-CL, Sick Leave-SL and Earned leave-EL. These leaves can be availed as per specified guidelines prescribed below.
- Employees who have completed probation period are eligible and can avail Casual, Sick & Earned Leaves as per leave policy guidelines.
- Upon completion of probation period, proportionate Casual & Sick leaves will be credited to employees account and the employees are supposed to accumulate and avail the leave as per guideline. Employee can avail Earned Leaves only after completion of probation of probation period in the system.
- Employee of any- level neither allowed to use their balance unutilized leaves while serving the notice period nor they can use those balance leaves on the account to offset the Notice Period in case of resignation/ removal / termination.

General Procedure on Availing any Leave

- Employees must submit to their reporting superior OR supervisor, "Request leave approval mail" OR submit with "leave application form" indicating reasons for and duration of leave.
- For the employees working in Plant Operations, at the same time it is must_ to submit monthly time sheet for approval.
- It is desired that for all the planned leaves except Sick leave & Emergency Leave staff have to avail prior approval before availing the leave. All unapproved leaves will be treated as LWP- Leave without pay.
- The reporting senior, supervisor or manager have to approve leave application of the employee/ staff against the appropriate reason given by the applicant. This approval mechanism is applicable for all types of leave and for all the level of employees in the hierarchy.
- Leave approvals should be based on operational requirements, merit, reasonableness and past practice.
- The employee is required to submit the approved 'Leave approval mail' /'Leave Application Form' to the HR Department. On approval from the HR department the leave will be g anted.
- Either Suffix or Prefix leave can be availed to sandwich with Holiday or Weekly Offs falling in between. It means Weekly Off or Holiday falling in-between will not be considered as Leave.
- In case of absence because of emergency, sickness, etc. leave application to be submitted immediately on the day of resumption of duty.
- Any type of leave cannot be clubbed with other type of leave.

Casual Leave (CL)

- All employees will be entitled to 7 working days of casual leave on proportionate basis from the date of joining. These are non-encashable leaves.
- CL to be availed in case of Domestic Work, Family Functions, any other work etc.
- Casual leave can be taken with approval from the respective' Reporting Senior / Department Heads.
- Casual leave will not be granted for more than two (2) days at a stretch.
- All Casual Leave should be requested in advance as far as possible. If the employee in case of emergency is unable to obtain prior approval, he / she should arrange to communicate/ inform his/ her Reporting Manager over phone or any other medium of communication about his/ her inability to attend office and shall submit a leave application immediately on resuming of duty.
- Casual Leave needs to be availed in the same calendar year & needs to be exhausted.
- Unused Casual Leave which will remain balance at the end of the calendar year will not be carried forward to the next year.
- Casual Leaves cannot be accumulated or allowed for carry forward or claimed for leave encashment.

Sick Leave (SL)

- All employees will be entitled for 7 days of sick leave in a calendar year on proportionate basis from the date of joining. These are non-encashable leaves.
- For availing Sick Leave employees are requested to give correct and actual reason for Sick Leave.
- If the employee is unable to attend his/ her duties for continuous period of three days or longer, he/ she will be required to produce a registered Medical Practitioner's leave & fitness certificates on his/ her return to duties.
- In case of prolonged illness, certificates must be submitted at regular intervals and a fitness certificate must be produced on the day of resuming duty.
- Sick leaves by means of -carry forward can be accumulated to a maximum balance limit of 21days.
- Balance Sick leaves over and above maximum allowed limit of total 21SL will automatically get lapsed. This means at any given point of time the maximum limit of total SL balance on account should not exceed the count of 21days.
- Unavailed Sick leaves cannot be claimed for encashment.
- Holidays & Weekly Offs falling in between SL Sick Leave will not be treated as Leave.
- Unavailed Sick leave at the end of the service will not be encashed.

Earned Leave

- All employees will be entitled to maximum of 14 days of EL per calendar year applicable only after completion of successful Probation Period & will be accounted on prorata basis.
- EL will be calculated from the date of joining in the system.
- It is advised to all the employees to compulsorily avail minimum 7 EL in one calendar year, in case of failure to avail compulsory 7 days of EL in one calendar year those will get lapse. This is to encourage employees take benefit of leave to spend time with family.
- In the first year from DOJ above rule will be relaxed and balance leaves of first year will be carry forwarded.
- Unavailed EL - Earned leaves can be carry forward to maximum limit of 21 days.
- In case of Leave encashment during closure of calendar year in December or in case of resignation, separation or retirements it will be encashed at last drawn **Basic salary** & the same will be fully taxable.
- Upon completion of 5 years of continuous service in the system or thereafter EL will be encashed at **last drawn Gross salary**, which will be made applicable for annual encashment as well as for separation cases for F&F.
- No Earned leave can be granted in units of half day.

List of Holidays

- In a year ten (10) official holidays will be observed. A list of holidays will be circulated at the beginning of the year.

Leave without Pay

- Without pay leave is granted only in exceptional circumstances approved by the Department Head and only after all annual leave entitlement has been consumed.

Compensatory Leave (C Off)

- In case if an employee carries out official work on Holiday, Weekly Offs then they are eligible for a compensatory leave. This needs prior written approval from Management and Reporting seniors.
- An employee will be eligible for compensatory leave only if he/ she had worked for more than 6 hours on the holiday with prior intimation OR approval from Dept Head keeping HR informed.
- Compensatory leave will be provided and approved at the discretion of the respective Department Heads.
- Only in case additional work is performed on Holiday or Weekly Off on the request of reporting senior or on the request from management then it will be termed as C Off. If any employee attends office to complete his own pending work or the task then it will not be applicable as C Off.
- Only in case if it becomes critical or urgent then the HOD to seek approval from management to carryout operations on Week Offs/ Holidays otherwise the same has to be avoided.
- Employee is required to get the confirmation from the respective heads and submit it to the HR the day before working.
- The compensatory leave must be taken within 8 weeks from the day he has worked on Weekly Offs/ Holidays, failing which they will be deemed as lapsed.

Unplanned Leave

- Employee is requested to avoid taking unplanned leave & the same is encouraged in the system.
- If employee is taking unplanned leave due to unavoidable circumstances, they are advised to call the reporting Manager and keep him informed of his inability.
- Employee who is on leave without informing his supervisor for more than 3 days should meet the respective heads and HR before and give proper reason/ justification and apologies before presuming his/ her work.


Maternity Leave

Star Air believes that the personal obligations of employees who become parents should be respected. To that end, the Group provides adequate time off to allow them to combine their personal and professional lives. SA respects and support women empowerment and hence moving a step forward has implemented best practices. With these principles in mind SA grants leave to eligible employees for the birth and care of a new-born child.

Maternity Leave

- It All female employees on full time employment basis and who are not covered under the ESI Act, 1948 and who have completed probation period & are confirmed employees in the system are eligible for Maternity Leave.
- The maximum period for which any employee be entitled to maternity benefit shall be twenty-six weeks of which not more than six weeks shall precede the date of her delivery
- However, a woman with two or more children will be entitled to 12 weeks of maternity leave. Also, maternity leave up to 12 weeks for a woman who adopts a child below the age of three months is allowed for commissioning mothers. The period of maternity leave will be calculated from the date the child is handed over to the adoptive or commissioning mother.
- Eligibility of maternity benefit is restricted up to two surviving children only.
- Woman employees covered under ESIC will get benefited from the concerned Govt Hospital & respective ESIC department.
- Employee is requested to submit a request for maternity leave at least one month before taking leave. The application should be supported by a medical certificate confirming the pregnancy and expected date of child birth.
- Employee is requested to submit the medical certificate and the necessary documents upon resuming duty after delivery.
- Maternity leave may be combined with accrued Earned leave with prior approval.
- Un-availed Maternity Leave is non-encashable.
- The weekly offs and holidays falling during this period will be part of the leaves availed.


Megha Chaudhary
HR Manager


Simran Singh Tiwana
CEO

LEAVE APPLICATION FORM

Applicant Name:		Date:	
Designation:		Leave computation for the year:	
		Balance b/f from last year:	
Leave Duration:		Less No of days already taken for the year:	
From:	(Date)	(Day)	
Until:	(Date)	(Day)	
Returning to work on:			Less: No of days intended to take now:
	(Date)	(Day)	
Contact no. to reach if different from personnel record:		Balance of leave days to date:	

Type of leave (tick one only)

- ☐ Annual Leave
☐ Unpaid Leave
☐ Advance Leave
☐ Sick Leave
☐ Others-Please specify _____

Applicant Signature

Date

For office use only

Status

Approved ☐

Disapprove ☐

Reporting Manager

MATERNITY LEAVE APPLICATION FORM

HRM FORM

PERSONAL DETAILS			
First Name:		Middle Name:	Last Name:
Maternity Leave Type	Start Date	Return Date	Remarks (if any)
Leave prior to child birth (max. 8 weeks).			
Leaves post child birth (max 18 weeks).			
Earned Leave combined with Maternity Leave (subject to accrued leave			
Leave for illness arising out of pregnancy.			
Leave without Pay.			
Medical certificates required for periods of medical leaves.			
Please provide medical certificate for (1), (2) & (3) above.			
Applicant Signature:			
Recommending Authority	Approving Authority		HR Use Only