

 CROWNTECH	CROWNTech SERFAE FINISHINGS PVT. LTD.	DOC: CT/HR/P/12
	LEAVE POLICY	Rev : 00
		Date No: 01.01.2026

LEAVE POLICY

1. Purpose

The objective of this policy is to explain the leave entitlement and procedure for availing leave. You are eligible to the following leave benefits.

2. "YEAR" means Calendar Year – January to December of any particular year.

3. Annual / Earned Leave /Casual Leave

Nature of Leave	Number of Leaves	Eligible on
Casual Leave	3 Days	Casual Leave (CL) shall be credited to the employee's leave account only from the date of joining the organization.
Sick Leave	3 Days	Sick Leave (SL) will be credited to the individual's leave account only from the date of joining the organization.
Earned Leave	12 days	Earned Leave (EL) will be added to an individual's account from the date they join the organization, and leave will be credited at the beginning of the next calendar year, up to a maximum of 12 days

4. Encashment Details.

Nature of Leave	MLTPL
Casual Leave	Unavailed leave will lapses at the end of the year
Sick Leave	Unavailed leave will lapses at the end of the year
Earned Leave	Encashment – All Balance day – Yearly once

A person joining in the probation and Training category will be eligible only for Casual Leave (CL) from the date of joining. Once the person come

Ex - on-roll, he/she will be eligible for Sick Leave (SL) from the date of joining and Earned Leave (EL) after one year of service.

(CL) and Sick Leave (SL) from the date of joining. Upon completion of one year of continuous service, he/she will be eligible for Earned Leave (EL).

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5. Encashment

Leave over and above the limit mentioned in Clause.4 will be credited once a year during 2nd week of every February. Earned leave payment would be calculated as per the current Basic salary.

During Separation the Earned Leave credited till last date of service will be encashed on last drawn Basic salary along with Full & Final Settlement.

6. Declared Holidays

Holidays commemorating events of national, social and religious significance are offered to employees. Apart from scheduled weekend/ earned & casual leaves there are 10days declared as paid holidays every year.

Holidays list will be put up every year in January and accordingly applicable.

7. Availing Leave

No Leave can be availed as a matter of right. All employees should avail leave with prior approval from Department Head before 24 hrs of proceeding on Leave. Leave form to be filled and to get approval as follows

Leave Applied	Form Type	Sanctioning Authority	No of permissible time
Before proceeding on Leave	Leave form	Dept Head/Immediate Supervisor	Every time
After return from Leave	Leave form	Dept Head/Immediate Supervisor	4 Occasions in a monthly
Above 3 days leave / Medical	Leave form/ letter sign from Dept HOD / Medical certificate	Dept Head/Immediate Supervisor	Every time

8. Accounting of Intervening Weekly off/Holidays/LOP

If the employee avails CL/SL/EL/LOP on the preceding and succeeding day of his weekly off, it will be counted.

If anyone takes leave without information from Saturday to Monday, Sunday will also be considered as a leave day.

If anyone takes leave with information from Saturday to Monday, Sunday will not be considered as a leave day.

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9. Late Coming/ Permission

Per Person	Hours – Month
Permission	1 hours in a month (1 x 2 hours)

- ☐ Employees who arrive late are allowed a maximum of **4 hours of permission per month** (calculated as 1 instances × 2 hours each).
- ☐ **Permissions cannot be split** (e.g., one cannot take four 1-hour permissions to make up 2 hours).
- ☐ Employees may be allowed a grace period of up to 5 minutes beyond the scheduled reporting time.

If an employee arrives late on four occasions, it will be considered as a half-day leave and will be adjusted against the employee's Casual Leave or Sick leave (if available). If no Casual Leave or sick leave balance is available, it will be treated as Leave Without Pay (LOP)

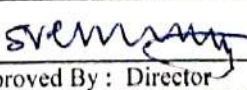
- If anyone needs to go outside the campus during their shift, it will be counted as permission. A permission slip is required.

If any employee reports for duty late /avail permission for more than above mentioned hrs proportionate wage cut/leave debit will be done. Late coming/Permission should get approval from the concerned Dept. Head and informed to HR.

10. Compensatory Offs

An employee who has worked on a holiday is eligible for a compensatory off. However, this must be approved by the Reporting Manager with appropriate justification for such extra work and efforts. No pay will be given for it.

Eligibility	• All employees at present are eligible for Compensatory OFF • Further if any employee who has been working on week OFF/ After scheduled working hour will be considered as Compensatory OFF with Department Head approval in prescribed format.
Computation	• Working for Minimum of 4 Hours/ Max of 8 Hours on a day or declared holiday/ weekly off. • Extra hours worked less than 4 hours will not get any benefits.
Availing C.OFF	• Eight hours will constitute one full working day and four hours will constitute half working day. • Individuals can avail compensatory OFF only the basis of its being pre-sanctioned. • Not more than 3 days compensatory OFF can be availed at a time. • Compensatory OFF cannot be availed at the first instance and then it can't be compensated after words unless if it is within 3 days that too it should have been approved by Dept. head
Accumulation	• Accumulation of Compensatory OFF, will not be encouraged. It must be cleared within a Month.
During Resignation/Termination	• Un availed Compensatory worked days cannot be adjusted against the shortfall of notice period. • After tendering Letter of resignation employee cannot be avail compensatory OFF.

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