



"I love working on a holiday!" ...said no one ever!!!

As much as we love work, we also enjoy holidays...so we have a lot of it!

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**Disclaimer**

**Guess who can enjoy our multiple holidays?**

**All full-time employees of Redseer**

### **But first, what's a Leave Policy?**

The leave policy is applicable to all employees. The purpose of the leave policy is to enable the employees to take time off from work for relaxation, illness, maternity and other/or personal reasons. Because, work-life balance, is key!

There shall be 13 holidays notified for a calendar year, subject to the National and Festival Holidays Act and Rules in force for a particular location. The said holidays shall be notified for the year in the month of December of the previous year.

All leaves (except for emergency/medical reasons) should be applied for in advance and approved by the reporting manager. The project / reporting manager reserves the right to approve / reject / partially grant an application based on business exigencies and / or exigencies that govern the applicant's request and may vary case-by-case basis.

## The Process To Avail Your Rightfully Earned Leaves...

Employee needs to give prior intimation about the leaves to the reporting manager. In emergencies, the manager must be informed as early as possible. For all the leaves taken, it is mandatory to apply on ZOHO. A Detailed document is available on ZOHO.

Unauthorized / unexplained absence from duty will call for disciplinary action.

In case an employee does not report to work for two consecutive days and the Company is not notified of his/her status, it will be assumed that the Employee has breached the contract of employment and has indulged in dereliction of his/her duties.

## Understand the different categories of leaves:

### 1.1. Annual Leaves

Because we like balance, throughout the year!

An employee will be eligible for 20 paid leaves per year (1st April till 31st March), which can be availed for personal/medical/emergency reasons. Leave eligibility (number of days) is prorated to an employee's date of joining.

At the end of the financial year (March 31st), depending upon the number of leaves unutilized, first 5 days will be carried forward to the next year's leave quota, and the next five days ( if any) can be encashed. Any un-availed leave balances thereafter will lapse.

E.g., On April 1, 2019, Employee "A" has 12 leaves left in his account-

- First 5 leaves are carried forward.
- Next 5 get reimbursed.
- Left over 2 leaves will lapse.

### 1.2. Maternity Leave

Because truly, motherhood itself is a full time job!

Female employees who have been working with the Company for not less than 160 days shall be eligible for Maternity Leave as per the prevailing Maternity Benefits Act. Intervening National / Declared / Festival / Weekly off days will be counted as part of leave.

### 1.3. Paternity Leave

Because fathers are our heroes too!

Male employees who have been working with the Company for not less than 180 days will be eligible for 5 Days of paid paternity leave. Intervening Company declared holidays will not be counted as part of leave.

### 1.4. Marriage Leave

For you to fully enjoy the most precious days of your life

Employees who have been working with the Company for not less than 180 Days will be eligible for 5 days of paid leave. They can be availed for your own marriage.

### 1.5. Adoption Leave

Fully cherish the latest addition to your family!

Female employees who have been working with the Company for not less than 180 days will be eligible for Hospitalization leave. She is eligible for annual leave with pay for a maximum of 12 weeks (inclusive of week offs and public/ company-declared holidays) when she legally adopts a child below the age of 3 months and through surrogacy.

Male employees are eligible for adoption leave for 5 consecutive calendar days with pay when they legally adopts a child below the age of 3 months.

**This leave must be taken within 3 months from the date of adoption.**

### 1.6. Hospitalization Leave

Because health is wealth!

Employees who have been working with the Company for not less than 180 days will be eligible for Hospitalization leave. You will have an option to apply for up to 25 days (inclusive of week offs and public/ company-declared holidays) of paid leave in case of any unforeseen health situation (e.g.: heart surgery, pregnancy-related complications, kidney transplant etc.) This will be governed by our Fair Usage Policy\*. Paid hospitalization leave is not an extension of paid leaves. It is not applicable for cosmetic treatments. And would be approved post verification of documents by the HR team.

## Key Contact: Who to reach out to?

If you have any queries, please contact the HR Team at, you can also connect with your Reporting manager.

## Disclaimer

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*The framework of the R & R program is subject to change based on the organizational needs and the same will be communicated to all the employees.*

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Authored By	Saba Tasneem
Reviewed By	Vivek Pathak
Approved By	