

7. Leave Policy

A structured and comprehensive leave policy is crucial for ensuring smooth workflow and employee well-being. At Samarthan, we recognize the importance of a clear and well-defined leave policy that balances attendance and time management. This document outlines the expectations, entitlements, and procedures related to leaves for all employees.

7.1. Attendance & Punctuality

As an employee of Samarthan, all staff members are expected to be punctual and regular in attendance. Any exceptions to the scheduled working hours must be approved in writing by the employee's supervisor. All Employee **must use the Samarthan MIS Application to mark their regular attendance, incorporating their daily work plan.**

7.2. Working Hours


- The Office working hours at Head Office and Project Location is **09:30 AM to 06:30 PM** (08.30 Hours), including **30 minutes** Lunch Break.
- Employees have the flexibility to start by 10:00 AM, provided they meet the daily requirement of 8.5 hours. Moreover, the staff who are officially on the field visit, attending workshops/trainings within the city or outside, will be permitted to use flexible work hours as per requirement in communication with the immediate supervisor. The rule of average 8.5 hours per day will apply in that case also.
- The **second and third Saturdays are official holidays**, allowing employees to manage personal tasks like banking or medical visits.
- Employees are encouraged to use one Saturday per month for administrative tasks such as clearing files or organizing their desktops to ensure efficiency during workdays.
- Field staff, with due permission, may flexibly adjust their working hours (8.5 hours) to suit the timing of the communities; however, this should not become a regular practice.
- Any Regional or Field Office staff may seek prior approval from the Head Office to work on a Saturday or Sunday, which is ordinarily a holiday, for specific project tasks that must be completed on such days. These additional workdays may be compensated by granting the 1st and 4th Saturdays as holidays in the subsequent period.

7.2.2. Leave Deductions for Delays:

- Delays without notifying the supervisor will result in a half-day leave without pay.
- Persistent delays (more than 1 hour and 30 minutes for two days in a week) will result in a half-day leave deduction, even if prior approval is taken.
- Delays exceeding 2 hours or early departures by 2 hours will be treated as a half-day leave.
- Field staff, with due permission, may flexibly adjust their working hours (8.5 hours) to suit the timing of the communities; however, this should not become a regular practice.

7.3. Leave Entitlement (For Payroll Staff)

The leave policy of Samarthan aims standardize leave entitlements and to ensure fair, transparent, and efficient administration of the leave process. It reflects the organisation's commitment to maintaining a balance between the operational needs of the organisation and the personal well-being of its employees.



There will be entitlement of **30 earned leaves** in a year for each of the payroll employee which can be availed in the following manner to meet different types of 'leave' needs. The leaves will be calculated on 2.5 days per completed month of service. These will be accounted for in employees leave account on six monthly basis. Any employee is entitled to avail leaves after six month of joining the organisation. However, in special circumstances, ED is authorised to sanction leaves on request and approval of the supervisor.

The earned leaves are classified in the following manner:

1) Casual/Medical Leave:

- All Employees are entitled **12 days casual/medical leave per calendar year**, to cover short-term illness, medical consultations, or unforeseen contingencies. All the employees must inform to his/her supervisor well before applying the leave so that necessary arrangements can be made during their absence and the continuity of work is not hindered. After completion of first six months only 12 casual/medical leaves will be transferred in employees account and remaining leaves will be transferred in the Other Leave account.
- Casual and Medical Leave cannot be exceeded more than 03 days at one time, without prior approval from Executive Director. In case of medical conditions, a doctor prescription is needed.

2) Other Leave:

- All employees, after successful completion of one year of service, shall be entitled to **18 days of Other Leave per calendar year**, calculated.
- Earned Leaves can be availed for a **minimum of 04 days and not more than 06 days at a time**. Other leaves cannot be availed more than **four times in a calendar year**. The ED can approve period of EL beyond this provision in special cases.
- Employees are expected to provide an **advance notice of at least 15 days** from the expected date of commencement of leave to their Line Manager/ supervisor. The sanction/approval of such leave shall depend upon the exigencies of work and would be at the discretion of the Line Manager/PD/ED. The ED must be informed and consent must be taken before approving such leave.
- A maximum of 06 days unused earned leave will be carry forwarded for 02 years or can be encashed (calculated on basic salary @per day) during the final settlement if the employee leaves the organisation.

7.4. Maternity and Paternity Leave (For Payroll Staff)

1) Maternity Leave:

- Female payroll employees shall be entitled to up to **six (06) months of maternity leave** for the birth of the first two children, if she has actually worked for at least 80 days in the 12 months immediately preceding the expected date of delivery.
- Employees are required to submit a doctor's certificate and provide at least two months' prior notice before availing the leave.

2) Paternity Leave:

- Male employees, after completion of one year of continuous service, are entitled to **six (06) working days of paternity leave** at the time of childbirth.



- The leave must be availed within three months from the date of delivery.
- Paternity Leave is fully paid and cannot be carried forward or encashed.

7.5. Leave Entitlement for Consultants:

Consultants will be hired for specific projects to perform certain tasks or functions. All Consultants will be entitled for 02 leaves per month as per conditions given below:

- Prior approval from the immediate supervisor/line manager is mandatory for availing any leave.
- For leave exceeding two (2) consecutive days, employees must provide a minimum of ten (10) days' prior intimation and obtain approval from the supervisor, along with the consent of the Immediate supervisor /Executive Director (ED) or any delegated authority.
- No other leave entitlements are permissible
- No leaves of the consultants will be reimbursable.

7.6. Leave Calculation:


Leaves will be calculated on Calendar year Basis. Entitlement for employees who join mid-year will be calculated **on a pro-rata basis** from the date of joining.

- Earned Leave (EL) is credited **monthly at the rate of 2.5 days per completed month** of service.
- Any leave taken without prior approval or beyond the entitled limit shall be treated as **Leave Without Pay (LWP)**.
- Leave balances will be maintained by the HR department through the prescribed MIS/records and will be shared with employees upon request

7.6.1. Leave Conjunction Rules

- Casual Leave (CL) and Medical Leave (ML) may be combined with Other Leave (OL) in cases of prolonged illness, subject to the approval of the Executive Director (ED).
- **Leave shall not be availed by prefixing and suffixing consecutive holidays** to extend absence. If an employee applies for leave both before and after a holiday period, the intervening holidays will also be treated as leave days (i.e. if someone takes leave on Saturday while Sunday and Monday being holidays, the staff must report on duty on Tuesday to avail benefit of holidays. In case of joining on Wednesday or later, the holidays will be treated a leave day.)

This is the **final Leave Policy**, effective from **02-01-2025**, and approved in the Board of Trustees (BoT) meeting. This policy shall remain in force **until any further amendments are issued**.


Yogesh Kumar

Executive Director

