



**Pharmanza Herbal Pvt. Ltd.**  
Plot No 214, Borsad Tarapur Road, Kaniya - 388430

# **“Leave Policy” - Pharmanza Herbal Pvt. Ltd.**

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Policy Name	Version	Effective Date
Leave Policy	2.0	01/01/2024

Pharmanza Herbal Pvt. Ltd.



## 1. OVERVIEW

The objective of the Leave Policy is to give provision to the employees to balance their personal as well as professional life. Pharmanza Herbal Pvt. Ltd. Leave Policy is also meant to fulfill the statutory requirement regarding leave and holidays.

## 2. SCOPE

This Policy is applicable to all employees of Pharmanza Herbal Pvt. Ltd.

## 3. POLICY

### 3.1 PURPOSE

The purpose of leave policy for employees is to lay guidelines regarding when to avail leave and the process to take leave with pay, leave without pay, Leave of absence policy and so on.

#### 1. LEAVE YEAR AND APPLICABILITY:

- All employees who have completed probation period & confirmed in the services of the company, are entitled to avail leave with pay.
- The year reference for the leave is from 1<sup>st</sup> of January to 31<sup>st</sup> of December every year i.e., Calendar year is to be treated as year for the leave & Eligible leaves will be credited on 1<sup>st</sup> January every year.
- All the leave application will be sanctioned through the respective DIC.
- Sanctioning of leave is at Management discretion based on exigencies of business or seriousness of the case.
- Different types of leave given under policy are:

Sr. number	Types of leave	Days
1	Privilege Leave (PL)	18
2	Casual Leave (CL)	6
3	Sick Leave (SL)	6
4	Holiday leave	10
5	Leave without pay (LWP)	-
6	Work from Home leave (WFH)	-
7	On duty Leave (OD)	-
8	Compensatory leave (COL)	-



- The Leave policy is applicable for all permanent staff including permanent operators of the company.
- Employees who are appointed during course of year shall be entitled to the above leaves on pro rata basis.
- Employee whose date of joining service falls between 1st to 15th of the month are entitled to get leave credit for that month.
- Employee whose date of joining service falls between 16th to end of the month are not entitled to get leave credit for that month.
- If an employee is relieved on any day between 1st to 15th of a month, then He/she is not entitled for the leave due for that month.
- If an employee is relieved on any day between 16th to end of a month, then He/she is entitled for the leave due for that month.
- If an employee (senior employee) is not being confirmed in his/her services in calendar year, the employer may calculate his leave entitlement on pro rata basis at sole discretion of the management.
- Along with PL, at the sole discretion of Management if required other leaves (Compensatory leave) can be carried forward but with prior approval of DIC and Plant Manager.

## **2. Privilege Leave:**

**Eligibility** - All staff employee and permanent operators who have completed one year of services with company.

- Privilege Leave for every 20 working days.
- Privilege Leave will be credited only after completion of One year of service with company.
- Day served under probation period will be considered of Privilege Leave eligibility.
- Privilege leave will be calculated from date of joining. Calculation will be on the number of days worked by an employee in company in a particular calendar year.
- Calculation of PL will be=

PL of calendar year (18) \*total number of working days in a particular calendar year

Total Days in calendar year (365/366in case of leap year)

- PL=1.5 per month.



- It is up to management discretion to sanction more Privilege Leave within 1.5 month.
- Any Fraction of a day resulting from calculation of working days for Privilege Leave should be counted as a full day leave.
- Privilege Leave can be availed only after prior Approval.
- Balance PL remaining unutilized as on 31<sup>st</sup> December can be carried forward subject to maximum limit of 54 days.
- PL can be accumulated for 54 days.
- Accumulated PL over and above 54 days will be encashed at the rate of last basic pay drawn.
- At the time of Resignation/Termination/Retirement the PL balance will be encashed at the basic pay rate as on the day of Resignation /Retirement.
- Only Privilege leave is encashable. PL encashment, to the existing employee will be given at the sole discretion of the management.
- Any Absence more than the number of PL sanctioned will be treated as leave without pay, unless given valid reason to DIC/Management.
- Can be prefixed or suffixed with weekly off, Compensatory Leave and Holiday leave.
- Can be clubbed with compensatory leave, Holiday Leave and weekly off.
- Intervening with Holiday leave and Compensatory Leave will not be counted as a part of PL leave.
- Any employee leaving before the completion of one full year of regular service will not be entitled to claim the PL.
- For Staff and permanent employees balance of PL will not be encashed if employee doesn't come in company for a month (At sole discretion of management) from date acceptance of resignation by Department Head, Plant Manager, Admin Manager and HR. Further the adjustment will be from Salary, PL balance, bonus, or any other means.

### **3. Casual Leave:**

**Eligibility** - All staff employee.

- Total 6 days in a calendar year.
- CL will be availed from date of Joining as per pro-rata basis.
- One at a time.
- Can be prefixed or suffixed with weekly off and Holiday leave.



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- CL Not with prefixed or suffixed with compensatory leave or PL (pl more than=or greater than 2days).
- Balanced CL remaining unutilized as on 31<sup>st</sup> December will lapse.
- When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective HOD on the same day through phone, Text, E-Mail [-info@pharmanzaherbals.com](mailto:info@pharmanzaherbals.com), [hrd@pharmanzaherbals.com](mailto:hrd@pharmanzaherbals.com), [admin@pharmanza.com](mailto:admin@pharmanza.com), [hrm@pharmanza.com](mailto:hrm@pharmanza.com)
- Approved leave application shall reach to HR department within the next day of rejoining.
- Intervening with Holiday leave will not be counted as a part of leave.
- Calculation Of CL will be=

CL of calendar year (06) \*Number of days of length of service in a particular calendar year  
Total Days in calendar year (365/366 in case of leap year)

- CL=1 per two month
- It is up to management sole discretion to sanction more CL within 2 months.

#### **4. Sick Leave:**

**Eligibility** - All staff employee.

- Total 6 days in a calendar year.
- SL will be available from date of Joining as per pro-rata basis.
- One at a time.
- Can be prefixed or suffixed with weekly off and Holiday leave.
- SL Not with prefixed or suffixed with compensatory leave or PL (pl more than=or greater than 2days).
- Balanced SL remaining unutilized as on 31<sup>st</sup> December will lapse.
- When leave is taken without prior sanction (under certain unavoidable circumstances), the absence should be notified to the respective HOD on the same day through phone, Text, E-Mail [-info@pharmanzaherbals.com](mailto:info@pharmanzaherbals.com), [hrd@pharmanzaherbals.com](mailto:hrd@pharmanzaherbals.com), [admin@pharmanza.com](mailto:admin@pharmanza.com), [hrm@pharmanza.com](mailto:hrm@pharmanza.com)
- Approved leave application shall reach to HR department within the next day of rejoining.
- Intervening with Holiday leave will not be counted as a part of leave.
- Calculation Of SL will be=

SL of calendar year (06) \*Number of days of length of service in a particular calendar year



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Total Days in calendar year (365/366 in case of leap year)

- SL=1 per two month
- It is up to management sole discretion to sanction more SL within 2 months.

### 5. Holiday Leave:

**Eligibility** - All staff employee.

- PHPL employees receive 10 paid holidays per calendar year.

Every year the list of holidays is approved by the Plant Manager/Administrative Manager. A list of holidays will be displayed at the security office and canteen at the beginning of the year.

Sr. No.	Day
1.	Makar Sankranti
2.	Republic day
3.	Dhuleti
4.	Independence Day
5.	Raksha Bandhan
6.	Janmashtami
7.	Dusshera
8.	Diwali
9.	New Year Day
10.	Bhai Bij

- Employees (operators/workers) except security who are requested to work during a paid holiday will receive holiday pay plus 2-days extra pay.
- If Holiday Leave and Weekly Off falls on same day Priority is given to w/o for calculation.

### 6. Leave without Pay:

**Eligibility:** All employees

- If Holiday Leave and Weekly Off falls on same day Priority is given to w/o for calculation.
- LWP can be applied by an employee when no other leave is available.
- During period of LWP, the employee is not entitled for any pay or allowance.



- If employee fails to report to duty on the specified date after sanctioned Leave without pay, it is deemed that employee has abandoned his service with the company on his own accord.
- LWP can be implicated on disciplinary grounds with regard to attendance by management regardless of the availability of any other type of leave.
- LWP days will not be taken for PL eligibility.
- Employees who are absent without approved leave may be subject to disciplinary action. If an employee is absent without approved leave, the department head is responsible for determining whether leave without pay is appropriate or whether the time may be charged to the appropriate leave account.
- Leave without pay normally shall not exceed one month without the appropriate approval but may be extended based on individual circumstances. The Department Head and plant Manager must approve the extension of leave without pay beyond one month. Leave requested beyond three months for reasons other than illness of the employee or a family member must be approved by the Department Head and plant Manager/Administration.
- The employee shall apply in writing to the supervisor for leave without pay and justify the leave period. The employee is obligated to return to duty within or at the end of the time granted. If the employee does not return to work at the specified time, the employee must notify the supervisor immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, may be considered as a resignation.
- It is the responsibility of Administrative Manager/HR to administer leave without pay in a manner that is equitable to all employees. Reinstatement (replacement) to the same position or one of like seniority, status and pay must be made upon the employee's return to work unless other arrangements are agreed to in writing. If it is necessary to fill a position vacant by leave without pay, the position may be filled by a temporary or interim appointment.

**7. Work from Home leave:** is an arrangement in which employees work in their homes, rather than in the office.

**Eligibility:** only permitted employees are allowed WFH it is at sole Discretion of Management to provide this kind of arrangement.



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- Prior approval is necessary from Plant Manager / HOD is compulsory. If not than it will be treated as part of Leave without pay.

**8. On Duty Leave:**

**Eligibility:** All staff employee. On duty should be applied for by the employee if the employee doesn't come to the office that day because of some work related to an office outside the office.

- Prior approval of on duty leave is a must for on duty is must.
- No Leaves will be entertained when worked on these days without prior Approval.
- In leave application form, In Reason Column-Place and purpose must mention in that column.

**9. Compensatory leave:**

**Eligibility:** All employees (staff) are eligible for Compensatory Leave/Off. Except DIC and Manager for next month. In the same month it can be compensated by them

- If an employee is required to work on any important assignment on holiday or weekly off day, he is eligible for compensatory off/leave on any other working day.
- Prior approval is required from department head/Management to work on such holiday/weekly off. No compensatory leave/off will be entertained when worked on these days without prior approval. Manually application shall be written as shown below:

<b><u>Approval to work on weekly off/Holiday.</u></b>	
	Date: _____
Contents:	
Name of employee _____ Department _____	
Date of working is must _____	
Reason for working _____	
Sign of employee _____	
Sign of department Head: _____	
Approved by Plant Manager: _____	
Received by Personnel and Administrative Assistant on _____	

- On holiday or Weekly off Compensatory Leave will be computed as - To working for a minimum of 6 hours on a declared holiday.





- Accumulated Compensatory leave/off must be availed in the same month or within next month at sole discretion of Management.
- Compensatory leave if not availed within the stipulated time will lapse.
- It can be clubbed with other leaves. It is intervening with Weekly off and Holiday Leave. It will be treated as weekly off only.
- Individuals can avail compensatory Leave only based on its being pre-sanctioned from DIC/head. No compensatory leave/off will be entertained if taken leave on any days without prior approval.

**Leave Settlement during Resignation/retirement/Termination:**

If an employee to be relieved has availed a greater number of CL & SL against number of months worked, then excess CL & SL will be deducted during final settlement.

PL for the days worked till employee date of relieving will be calculated and paid during final settlement, provided he or she fulfill PL eligibility criteria.

**10. Procedure for Applying leaves:**

The available leave balance is to be checked by employees with the administrative department and the leave to be applied by duly filling up the leave card. The Leave card must be forwarded by the employee to their department head for approval. The department head is authorized to grant or disapprove the leave on valid grounds. Later, it will be sent to the plant manager for final approval. The approved leave card must be submitted to the administrative department for recording and subsequent processing.



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**PHARMANZA HERBAL PVT. LTD.**

PLOT NO. 214, NEAR VADADLA PATIYA, BORSAD - TARAPUR ROAD, AT - Kaniya, Ta - Petlad, Di - Anand - 388430

Leave Card for the Year :-

Name of Employee :							Opening Balance :					
EMP ID :							Current Year :					
DOJ :							Total Balance :					
Date of Application	Leave			Reason for Leave	Type of Leave CL/SL/PL/OD	Applicant's Signature	Approved HOD	Authorised Signature	Balance			
	From	To	No. of Days						CL	SL	PL	

**11. Cancellation of leave:**

Department head/Plant Manager can also cancel the once sanctioned leave on situational basis/need basis. If an employee proceeds to avail the cancelled leave than those days will be treated as leave without pay and will be treated as misconduct of an employee.