



Under Privileged Advancement by Youth

Registered under the Bombay Public Trusts Act, 1950 (Reg No: F-14212) & Societies
Registration Act, 1860 (Reg No: MAHARASHTRA/268/2011/BHANDARA)
NITI AYOJ Registration ID: MH/2011/0046244

Ref Number: UPAY/HR/21-22/03

18.12.2021

UPAY Leave Policy:

- 1) This Policy is applicable to all associates on pay roll of UPAY unless specified.
- 2) Leaves shall be applicable for same Calendar year (Jan-Dec) without any carry forward to next Calendar year.
- 3) Employees who are appointed during the course of the year shall be entitled to the leaves on pro-rate basis.
- 4) Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month.
- 5) Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
- 6) If an employee is relieved on any day between 1st to 15th of a month, then he / she is not entitled for leaves due for that month.
- 7) If an employee is relieved on any day between 16th to the end of the month then he / she is entitled for leaves due for that month.
- 8) When leave is required for more than 7 days, the leave application should be submitted at least 7 days in advance for approval to Zonal Director/Reporting officer and intimation to Director (HR).
- 9) Weekends will be working and one no. weekly off shall be given on weekday. Weekly-off shifting approval to be taken a day prior from Reporting officer and shifting can be done within range of 3 days only.
- 10) Work from home: 3 days per quarter shall be allowed with permission of reporting officer. This shall be excluding Menstrual/period leaves clause for female employees. 6 days per quarter may be allowed with prior approval of Director/Co-Director (HR). Chairman will be approving authority beyond 6 days per quarter.
- 11) Any leave without intimation to reporting officer will lead to disciplinary action. Repeated unauthorized leaves may lead to termination of employment.

Details of Leaves:

1) Casual Leaves/Annual Leaves:

- a. Twelve days of Casual Leaves will be available per calendar year.
- b. Casual leaves will accrue on a pro rata basis at the rate of one leave per month from the date of joining.
- c. Casual leaves will neither be en-cashed nor be carried forward to the next calendar year.

2) Sick Leaves:

- a. 8 days of Sick leaves will be available per calendar year.
- b. Sick leaves will accrue on a pro rata basis at the rate of 2 leaves per quarter from the date of joining.
- c. Medical documents required for leaves more than 3 days.

3) Maternity Leaves:

- a. As per applicable law. Reporting officer and Director/Co-Director (HR) to be consulted before availing maternity leaves.
- b. These leaves shall be applicable to full time employees only.

4) Paternity Leaves:

- a. All male employees are entitled for 11 calendar days paternity leave within 180 days of child birth/adoption provided the employee has worked with UPAY for a minimum period of six months before availing the paternity leave.
- b. Paternity leaves can be taken in not more than 2 stretch.
- c. Paternity leave can be availed only twice during the entire lifetime by an employee.
- d. Leaves cannot be clubbed with any other leaves.
- e. These leaves shall be applicable to full time employees only.

5) Special Leaves/ Emergency leaves:

- a. Employees are entitled for 8 calendar days per year for any serious illness of self, parent, spouse or child.
- b. Medical documents to be furnished for medical emergencies.

6) Menstrual/Period leaves:

- a. Leaves shall be applicable to female associates.
- b. 6 leaves can be availed in a calendar year not exceeding one per month.
- c. In addition to 6 leaves, 6 no. of work from home will be allowed, not exceeding one per month provided that they are not overlapping with menstrual leave month.

7) Closed Holidays:

- a. 6 no. Central holidays and 4 no. Regional Holidays. Will be declared by end of December every year.

This Policy has been approved by Competent authority and comes into implementation from 01.01.2022. This policy shall be reviewed every year or as per instruction of competent authority.

Bhaskar Maheshwari
Co-Director (HR)

Distribution: Employees (Paid and Part Time)
Executive Body