

REACH's



LEAVE POLICY

REACH's

REACH's ORGANIZATION

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RURAL EDUCATION AND CHILD HEALTH SOCIETY OF INDIA
(REACH's)MUDDEBIHAL,VIJAPUR



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I. Introduction

Rural Education & Child Health Society (India) is a social service organization registered under Society Registration Act, 1960, in the year 1993 office located at Muddebihal Taluk, Bijapur District, Karnataka State, India Science 1993 to till we work for child welfare ,prevention of child Marriage.

Over the past 25 years is working to empower rural poor through education and economic development measures. Our main focus is on protection of Child & their rights, prevention of child marriage, women empowerment & sustainability of person with disability, providing education support through sign language.

II. Vision & Mission

Vision : Empowering women and children to lead happy and healthy life.

Mission: Mission :Holistic development through integration of activities in order to ensure sustainable progress among the rural and urban poor; facilitating empowerment of the deprived and the poor in the process of social development through sustainable improvement in the livelihoods and socio – economic status and self-reliance of the under-privileged sections of society.

III. Purpose of Leave

“ Leave is granted to employees with the good intention of providing rest, recuperation of health and for fulfilling social obligations. This provides for a healthy and efficient staff for the organization.

- Leave policy applicable for all permanent staff
- Every year leave count 1st January to 31st December.
- Eligible leave is credited to the employees on the 1st of January every year

Calculations for 6 working days

No of Day in a Year	365
No of Sunday	52 or 53
No of General Holidays	12 or 13
Actual Working Day	290 -193

VI. Types Of Leave

1. Casual Leaves
2. Privilege leaves/ Paid leaves / Earned leaves
3. Sick Leave
4. Maternity Leave
5. Compensatory Leave
6. Without Pay Leave
7. Holiday

1. Casual Leaves

- ☞ All full time staff are allowed 8 days casual leave annually .
- ☞ No more than 2 days CL can be taken at any one time.
- ☞ If CL extends beyond 2 days, then the excess days taken will be treated under LOP.
- ☞ Balanced CL remaining unutilized as on 31st December will lapse.
- ☞ When leave is taken without prior sanction ,the absence should be notified to the respective on the same day through phone.
- ☞ Approved leave application should reach the HR department within 3 working days of re-joining Earned Leave.

2. Earned Leave

- ☞ EL granted during the first year of working
- ☞ EL can be availed only on prior approval .
- ☞ Half day of EL cannot be taken .
- ☞ Balanced EL remaining unutilized as on 31st December can not be carried forward.
- ☞ EL can be accumulated for a maximum of 90 days. Staff cannot take more than 8 days earned leave at a stretch
- ☞ Staff cannot take more than 8 days earned leave at a stretch.
- ☞ Any absence of more than the number of EL sanctioned will be treated as leave without pay, unless given valid reasons to the management.

3. Sick Leave

- ☞ All staff have 8 days sick leave annually
- ☞ More than 3 days sick leave require medical certificate
- ☞ Sick Leave is accumulated up to 60 days maximum .
- ☞ Sick leave cannot be encashed .
- ☞ Once SL is exhausted, no salary can be drawn for the remaining period of sickness.
- ☞ Intervening National / Festival / Declared holidays will be counted as part of the leave.
- ☞ Balanced SL remaining unutilized as on 31st December will be carried forward to the next year.
- ☞ Inability to attend office because of any sickness should be notified to the respective HODs on the same day through phone.
- ☞ Approved leave application should reach the HR department within 3 working days of re-joining.

4. Maternity Leave

- ❧ Applicable to all female staff and up to two children.
- ❧ 90 days of paid Maternity Leave is allowed to females who have to deliver a child
- ❧ A female employee can adjust this leave before and after the delivery of child totalling it to 90 days
- ❧ Before availing this leave, a certificate from the gynaecologist has to be submitted mentioning the expected date of delivery
- ❧ Intervening National / declared / festival / weekly off days will be counted as part of leave .
- ❧ Maternity leave to be granted for four weeks, with full payment, in case of miscarriage .
- ❧ Pregnant women staff should give written notice to the employer about seven weeks before the date of her delivery with a pregnancy proof .
- ❧ Maternity leave is availed to a women employee to up to 2 children.
- ❧ If, because of any complication, leave has to be extended, it can be done but will fall under LOP.

5. Compensatory Leave

- ❧ If an employee is required to work on any important assignment on a National / Festival / Declared / weekly off day, he/she is eligible for Compensatory off on any other working day.
- ❧ Working on holiday needs prior approval by the manager .
- ❧ Compensatory leave to be granted within 15 days from the date of compensation work, otherwise it will automatically expire .
- ❧ Compensatory off when not availed within the stipulated time period will lapse.
- ❧ Official Journey timings, transits, residential training programmes and other staff capacity building programmes do not attract compensation .
- ❧ Only two days of compensatory offs can be combined.
- ❧ This leave is not applicable to Manager and above grades in the organisation .

6. Without Pay Leave

- ❧ LOP can be applied by an employee when no other leave is available.
- ❧ During the period of LOP, the employee is not entitled for any pay or allowance.
- ❧ A maximum of 15 days of LOP can be availed on the approval of the management.
- ❧ If the employee fails to report to duty on the specified date after the sanctioned LOP, it is deemed that the employee has abandoned his service with the organization on his own accord.
- ❧ LOP can be implicated on disciplinary grounds with regard to attendance by the management regardless to the availability of the other types of leave.
- ❧ An employee who is unable to come to the office is required to notify the office of the reason for his/her absence.

7. Holidays

Every year Reachs have 12 holidays in a year including the following compulsory holidays:

1. **26th January - Republic Day**
2. **1st May - May day**
3. **15th August - Independence Day**

➤ Festivals

1. **Sankranti**
2. **Yellamavase**
3. **Mahashivaratri**
4. **Ugadi**
5. **Nagara Panchami**
6. **Ayudha Pooja**
7. **Dussehra**
8. **Naraka Chaturdashi**
9. **Balipadyami**

In case an employee is required to work on a holiday, he/she can avail compensatory day off with prior permission within one month of such working. The staffs working on a holiday needs to record such working, in the office records to avail the Comp.

V. Procedure for Applying leave

The available leave balance is to be checked by the employee with the HR department and the leave to be applied by duly filling up the leave application form .The application has to be forwarded by the employee to their department head for approval.

The department head is authorized to either grant or disapprove the leave on valid grounds. The approved leave application has to be submitted to the HR department for recordings and subsequent processing.

VI. General Notice

- ☞ All leave calculated basis on the calendar year .
- ☞ A leave application shall be submitted on prescribed format well in advance and should be sanctioned before availing it.
- ☞ No leave can commence unless it has been sanctioned.
- ☞ No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc.
- ☞ Unauthorized absences are grounds for disciplinary action.

- ☞ Leave sanctioning authority has the right to modify the existing leave rules or amend fresh leave rules as and when necessary.
- ☞ Leaves as applicable will be credited from 1st January and closes by 31st December of each year.
- ☞ In case of emergency of work, the management may refuse, postpone, revoke or reduce leave of any description.
- ☞ A leave/attendance register shall be maintained at all places of work of the Society.
- ☞ An employee that has been absent for two consecutive working days without notice nor explanation shall be personally sought of by the Executive Director. He/she shall be asked to put in writing the reason(s) for his/her absence.
- ☞ If, after seven consecutive days of absence, the employee continues to fail to give any explanation of the cause of his/her absence, the employee will be considered to have resigned from his/her position.
- ☞ In cases where the employee cannot give any satisfactory answer to the cause of his/her absences, in the judgment of the Executive Director, the employee may be subjected to disciplinary action.
- ☞ Every quarter once Management should be displayed how many leave available of each staff at Noticeboard.
- ☞ All leave related procedures & documents are maintained followed by Accountant or Adminofficer of Reach's .
- ☞ All staff must follow the rules & regulation of the Leave policy.

➤ **We are committed to reviewing our policy and good practice annually.**

This policy Approved By

Designation : President

Designation : Director

Signature :

Signature :

Name :

Name :

Date :

Date :