

Esferasoft Leave Policy

Dear Team,

At Esferasoft, we believe that a well-rested team is a productive, innovative, and happy team. Our leave policy is designed not just as a framework for time-off, but as a commitment to your well-being, balance, and professional growth. **The leave policy can be changed to fostering the healthy environment and work life balance.** Please read this document thoroughly and approach your responsibilities with integrity and mutual respect.

1. Objective and Scope:

This policy clearly outlines the leave entitlements, guidelines, and procedures for all employees. It is intended to promote transparency, work-life balance, and organizational excellence.

2. Working Hours:

- Office Timings: 9:00 AM – 6:30 PM
- Lunch Break: 1:00 PM – 2:00 PM

To foster punctuality, any team member regularly arriving after 9:15 AM will be marked as a paid short leave. The team members who arrive late regularly must seek approval from their manager in order to be marked as present.

3. Leave Entitlement:

- Employees are entitled to 1 full paid leave and 1 short leave (2 hours) per month, which may be used for casual or sick reasons.
- If an employee doesn't take casual leaves in the months, it will be carried forward to next month as well. (Please note only full day leaves will be carry forward)
- Leaves can be carried forward for 3 months only. No short leaves will be carried forward.
- No additional leave will be compensated by working on weekends.
- Regular work-from-home is not permitted unless approved for emergency reasons.

Address: 3rd Floor, Plot No- F5, F6 Phase-8, Industrial Area, Mohali, Punjab, India.

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4. Leave Encashment:

Encashment applies quarterly, based on unused leave balance:

- 0 leaves used: ₹2,000
- 1 leave used: ₹1,500
- 2 leaves used: A voucher card
- Employees earning more than ₹70,000/month will receive the above amount plus a voucher card.

5. Prior Approval for Planned Leaves:

- To make the most of our time, ensure casual leave is requested at least 4 days in advance.
- For leave exceeding 2 consecutive days, please provide 7 days' notice to ensure smooth operations.
- All leave requests must be submitted before 9:00 AM on the company CRM (esferadesk.com) with proper tagging of senior managers.
- Verbal requests after 9:00 AM won't be approved, so let's stay proactive in our planning.
- Unapproved or unnotified absences will result in a 100% salary deduction for the day (exceptions for emergencies will be considered).

6. Reason for Leave:

Leave requests must include a clear and valid reason to ensure timely approval. Late applications will not be accepted.

7. Sick Leave:

If you require more than 3 consecutive days of sick leave, a medical certificate will be necessary. Single-day sick leaves do not require a certificate; prioritize your health.

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8. Sandwich Leave Policy:

If leave is taken in the following combinations, it will be treated as sandwich leave:

- Friday + Saturday + Sunday
- Saturday + Sunday + Monday
- Official holiday + Casual Leave
- Friday + Weekend + Monday

Note: One occurrence per quarter won't result in a salary deduction; let's work together to avoid additional instances unless emergencies arise.

9. Leave During Notice Period:

- No leaves (paid or unpaid) are allowed during the notice period.
- Any shortfall in serving the notice period will lead to a deduction from the full & final settlement.

10. How to Apply for Leave:

- All leave requests must be submitted via a post on esferadesk.com addressed to the HR Department, CTO, CMO, and Project Manager.

Note: Verbal or informal notifications will not be considered valid.

These policies reflect the company's Code of Conduct and Ethics, designed to maintain professional discipline and mutual respect within the organization.

We appreciate your dedication and efforts. For any queries or suggestions, feel free to contact the HR Department.

Warm regards,

Kanika Garg

HR Manager

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