

## LEAVE POLICY 2025

Hello Team,

Please read all the company policies carefully, and want everyone to follow them with integrity and honestly.

### **1. Objective and Scope:**

This Policy defines the Leaves entitlement and cover rules and regulations regarding leaves, and applicable to all the Employees.

### **2. Working Hours:**

Office Timings: 9:00am to 6:30 pm

Lunch Break: 1:00pm-2:00pm

If any of the team member has been continuously coming after 9:15am, it will be marked as short leave.

### **3. Number of Leaves:**

The company provides **1 Full day and 1 short leave Paid Leaves every month.**  
(Casual/Sick Leaves).

- Each **short leave is of 2 hours.**
- 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 carry forward for 3 months only. After 3months, the pending leaves will be collapsed. No short leaves will be carry forward.
- No extra leave will be compensated by working with weekend.

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#### **4. Prior Approval in case of Planned Activity:**

- Request for casual leaves must be approved at least 4 days in advance of the leave taken and request for more than 2 casual leaves must be approved by at least 7 days in advance to enable work planning and functioning during the period of absence.
- The leave should always be informed before 9:00am on organization CRM i.e esferadesk.com and all the senior managers should be tagged with the proper post. No leaves will be approved if informed personally or informed after the 9:00am.
- In case an employee proceeds on an unannounced/unapproved leave then he/she will be marked absent for that particular day and a 100% deduction will be done from his/her salary for that particular day. (Exceptional/emergency cases will be taken into consideration)

#### **5. Elaborate the reason for leave:**

Please elaborate on the reason for leave/short leave clearly for making easy and quick decisions by approving authority. No Late leave applications will be approved.

#### **6. Sick Leaves:**

When sick leave exceeds beyond three days, employees are requested to submit a medical certificate to sanction the leave. However, in the case of one-day sick leave, an employee would not be asked for a medical certificate.

## **7. Sandwich leaves:**

If an employee avail leaves in the following combination will be considered as sandwich leave

Friday + Saturday + Sunday or Saturday + Sunday + Monday

Official Leave + Casual Leave or Friday+ Weekend + Monday

An employee can take any of these forms of leave in a quarter then there will not be any deduction of salary.

Except these, if anyone takes combined leave then the salary will be deducted of number of leaves taken (exceptional/emergency cases will be taken into consideration)

## **8. Availing of leave during notice period:**

- A resigned employee will not be allowed to avail of any leave during his/her notice period.
- No leave without pay will be admissible during the notice period.
- The days that will fall short from the notice period of an employee, salary will be deducted from his/her full & final settlement.

## **9. Mode of Applying the Leaves:**

An employee has to drop the post on esferadesk.com for the leave request to management department (HR Deptt, CTO, CMO, and Project Manager).

No leaves informed personally will be approved. It should be informed on CRM via post.

Policies are the Code of Conduct and Ethics of the company and made to maintain the dignity of the company. It's a gentle reminder to everyone to follow them honestly and show respect toward their company.

I would like to thank and appreciate you all for the hard work, dedication, and positive attitude.

For any query or suggestion, please feel free to reach the HR Department anytime.

Regards  
HR Manager  
Kanika Garg

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