

# TRISTAR INTERMEDIATES PVT. LTD.

<b>Department</b>	Top Management	<b>Page No.</b>	1 of 4
<b>Documents No.</b>	TIPL/HRD/P/041	<b>Supersede</b>	Nil
<b>Master Copy</b>	<b>LEAVE POLICY</b>	<b>Revision No.</b>	NA
		<b>Issue Date</b>	01.04.2025
		<b>Review Period</b>	1 Year
		<b>Review Date</b>	01.04.2026

## **Objective**

To enable employees to achieve a healthy balance between work and home life.

## **Scope**

This policy is applicable to all on roll employees of Tristar

## **Policy Details**

- **Leave Period :** Leave year is from January 1<sup>st</sup> to December 31<sup>st</sup>.
- **Types of Leave :**
  - Privilege Leave (PL)
  - Casual Leave (CL)
  - Sick Leave (SL)
  - Maternity Leave (ML)
  - Leave for Special Events
  - Compensatory Off (CO)

**Leave Entitlement For Staff & Workers :** You are entitled to the following number of leaves:-

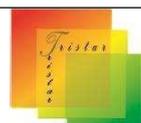
	Staff		
Leave Type	PL	CL	SL
No. of Leaves	30	7	5

	Worker		
Leave Type	PL	CL	SL
No. of Leaves	21	7	5

## **Leave Carry Forward & Accumulation :**

We strongly encourage all our employees to consume their leave and spend time with their families. Details are given below about leave carry forward & accumulation limits:

Leave Type	Maximum No. of Leaves Accumulation
PL	50 days
CL	No Accumulation
SL	14 days



# TRISTAR INTERMEDIATES PVT. LTD.

<b>Department</b>	Top Management	<b>Page No.</b>	2of 4
<b>Documents No.</b>	TIPL/HRD/P/041	<b>Supersede</b>	Nil
<b>Master Copy</b>	<b>LEAVE POLICY</b>	<b>Revision No.</b>	NA
		<b>Issue Date</b>	01.04.2025
		<b>Review Period</b>	1 Year
		<b>Review Date</b>	01.04.2026

## Leave Rules & Regulations: Staff

### Privilege Leave

**Definition :** PL is meant for all planned leaves.

### Leave Credit:

- PL earned in the previous year, will be credited on January 1<sup>st</sup> at start of new calendar year to an employee's leave account.
- Employees will get credit of 30 days (2.5 days each month) PL if they have worked for **240 days** in previous year. No PL will be credited if employees have not completed **240 days** attendance.
- New employees can avail PL only after completing 6 Months of probation period. Hence, they will get their **first credit** at end of the calendar year .
- New employees will get credit of PL on pro-rata basis which will be calculated on number of working months/days. If employees will not complete attendance of 240 days per calendar year calculated on pro rata basis, they will not be eligible for any PL.
- Minimum 3 PL can be availed at a time.
- In case if employee has zero balance in their CL and SL account then they can avail PL for One or two days only after approval from the department HOD.
- 

### Prior Approval :

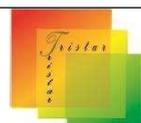
Prior written approval as follows is mandatory for availing PL

- 1 week for leave up to 5 days
- 2 weeks for leave 6 days and more

**Suffixing and Prefixing Weekly Off or Public Holiday :** Suffixing and prefixing of holiday and weekly off will not be allowed. If an employee is on leave for 3 days and one of those days is a declared holiday / weekly off, then 3 days will be debited from the employee's leave account. For Example, if you have availed leave on Monday and Wednesday and Tuesday is a Public Holiday, then 3 days leave will be debited.

## Leave Rules & Regulations: Worker

- PL earned in the previous year will be credited on January 1<sup>st</sup> at start of new calendar year to worker's leave account.
- Existing Workers will get credit of PL only after attendance of 240 days.
- In the case of workers PL is calculated @ 1 day for 15 days actually present excluding PL/SL/CL/weekly Off/Paid Holidays/Compensatory Off availed.
- New Joinees can avail PL only after completing 6 months of probation period. Hence, they will get their first credit after completion of probation period.
- Minimum 3 PL can be availed at a time.
- In case if employee has zero balance in their CL and SL account then they can avail PL for One or two days only after approval from the department HOD.



# TRISTAR INTERMEDIATES PVT. LTD.

<b>Department</b>	Top Management	<b>Page No.</b>	3of 4
<b>Documents No.</b>	TIPL/HRD/P/041	<b>Supersede</b>	Nil
<b>Master Copy</b>	<b>LEAVE POLICY</b>	<b>Revision No.</b>	NA
		<b>Issue Date</b>	01.04.2025
		<b>Review Period</b>	1 Year
		<b>Review Date</b>	01.04.2026

**Leave Encashment :** Encashment of unutilized and accumulated PL is allowed above 50 days & It will be calculated on Basic Salary + DA 31<sup>st</sup> March of precedent financial year.

## Casual Leave for Staff & Worker

- **Definition :** Casual Leaves can be availed by an employee for any emergency nature of work.
- **Leave Credit :**
  - Leaves will be credited on January 1<sup>st</sup> at start of new calender year to an employee's leave account.
  - New employees will get credit of CL after completion of 3 months with organization it will be calculated on pro-rata basis.
- Casual Leave can not be taken along with either privilege leave or sick leave ( maximum 3 CL can be availed at a time).
- **Leave Carry Forward :** No Casual Leave will be carry forwarded to next year
- **Encashment :** Casual Leave is not en-cashable.

## Sick Leave for Staff & Worker

- **Definition :** SL can be availed by an employee for any sickness or medical needs.
- **Leave Credit:**
  - Leaves will be credited on 01<sup>st</sup> January at start of new calender year to an employee's leave account.
  - New Employees will get credit of SL after completion of 3 months with organization it will be calculated on pro-rata basis.
- **Leave Carry Forward :** SL can be carried forward to next year.
- **Encashment :** SL cannot be en-cashed either during the services or at the time of separation.
- An employee claiming SL must furnish medical certificate from a registered medical practitioner in respect of any SL of more than 3 days duration. **(In case of long sickness & insufficient SL balance PL can be suffixed with SL)**
- In case of long sickness, when you do not have any leave balance, you can claim 'Leave without pay' with approval from your Manager.

## Maternity Leave :

- This benefit could be availed by women for a period extending up to 8 weeks before the expected delivery date and remaining 18 weeks can be availed post childbirth as per the Maternity Benefit Act.

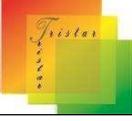
## Leave for Special Events :

- Every employee will be given ½ day leave on his/her Birthday and ½ day leave on his/her Wedding Anniversary.

## Compensatory Off :

- If an employee works on Public Holiday / weekly off due to business needs, then employee is eligible to avail

CO. However, a prior approval from HOD with intimation to HR would be required to work on Public

	<b>TRISTAR INTERMEDIATES PVT. LTD.</b>		
<b>Department</b>	Top Management	<b>Page No.</b>	4 of 4
<b>Documents No.</b>	TIPL/HRD/P/041	<b>Supersede</b>	Nil
<b>Master Copy</b>	<b>LEAVE POLICY</b>	<b>Revision No.</b>	NA
		<b>Issue Date</b>	01.04.2025
		<b>Review Period</b>	1 Year
		<b>Review Date</b>	01.04.2026

Holiday/Weekly Off.

- It is only applicable to employees under staff category
- In case of above working an employee must avail leave in lieu of CO (Full day or Half day as applicable) within a period not exceeding 10 days from the date of working on such holiday. The leave will lapse after 10 days.
- HOD before approving for CO for the team members should ensure that the work is of high urgency and for at least half day. Approval for less than half day should be avoided.
- All Compensatory Off application must be submitted through portal well in advance duly approved by HOD.
- Employee has to mark his/ her attendance through Bio-metric/ Attendance sheet while working on Weekly Off or Paid holiday
- Compensatory off is not applicable for field/sales employees.
- In case of some unexpected situation if employees are working from home even on weekly off/ holiday, he/she will not be eligible for a CO.

**Public Holidays :**

- 12 Corporate Public Holidays will be declared in the beginning of the calendar year.

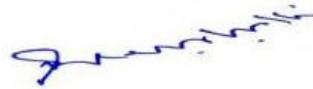
**Process :**

- You need to apply for leave through the portal.
- Leave is to be always availed after obtaining prior approval from your Reporting Manager.
- All leave applications must be submitted and approved by the immediate supervisor on or before the 30<sup>th</sup> or 31<sup>st</sup> of each month for all leaves taken during the period from the 1<sup>st</sup> to the 30<sup>th</sup> or 31<sup>st</sup> of the same month
- Employees must inform their teams and Manager their emergency contact addresses during their leave period so that we can reach you in case of an emergency.



**Prepared By:**

**Mr. Devang Machhi (Head HRD)**



**Reviewed & Approved By:**

**Mr. Sanjay Marballi (Director)**