



Going to School Leave Policy

1) Purpose

This policy is to provide all employees with information about leaves and holidays followed at **Going to School**. Employees need adequate time for rest, leisure and a life outside of work, this policy is in support of that.

This policy is to be read in conjunction with all other policies to regulate the conduct expected to be followed when leaves are being availed.

2) Applicability

This policy does not apply to interns or project-based consultants who have specific employment related conditions.

3) Leave Calendar and Calculation

1. Leaves will be calculated on the basis of a financial year i.e. 1st April to 31st March.
2. New joiners leave eligibility will be prorated till 31st March from their date of joining.
3. Leaves will not be carried forward into the next year or be encashed.

4) How to communicate about your leave

1. For every leave required you need to send an email to your Reporting Manager for prior Approval
2. Upon being approved, you need to apply on the portal under the specific leave category.
3. For leaves of 3 consecutive working days or more, raise a request for leaves at least 2 weeks in advance of the days on which you require the leave.
4. In the event that your leave is combined with a weekend and/or organisational leave and does not fall over 3 consecutive working days, then the leave request should be raised at least 1 week in advance.
5. In case you are taking a leave of more than 7 consecutive days, approval should be received from your reporting manager a month in advance.
6. If you take an emergency leave, without any prior communication, ensure that you inform your reporting manager of the same within 24 hours of the emergency arising, failing which disciplinary action may be initiated against you.
7. If you have any questions about how to communicate about your leave, please write to your reporting manager.

6) Approval or Denial of Request for Leave

1. Please note that all approvals and denials of leave requests have to be made on the portal.
2. All leave requests are subject to approval by the reporting manager and can be denied on the following grounds:
 1. The person requesting such leave is not yet eligible for the leaves being claimed and has exhausted all borrowed leaves.



2. The person requesting such leave has not followed the guidelines within this policy while requesting the leave;
 3. The person requesting such leave has exhausted all leaves (paid and unpaid) available to them within this policy;
 4. Several team members are on leave at the same time and this is impacting the goals and outcomes of the work deliverables negatively.
 5. In cases of leave of absence, the request can also be denied on the basis of the person's past work performance and the situation demanding such a leave.
3. Any unauthorised leave will result in loss of pay, disciplinary action and can lead to termination of employment.

7) Leaves during Probation

Employees are not entitled to any leaves while on probation i.e. first 3 months from date of joining. In case of any emergency or ill-health during the probation period, employees can avail Unpaid leaves.

8) Leaves during notice period

1. Employees may use their casual and sick leaves during the notice period.
2. No additional leaves (casual or sick) will accrue during the notice period.
3. Employees are not entitled to any financial compensation against the leaves available to them at the time of exit.

9) Types of Leave Available

The following types of leave are available to you as employees of **Going to School**.

1. Casual Leave
2. Sick Leave
3. Mental Health / Self Care Leave

10) Paid time off (PTO)

1. National and festival holidays

1. **Going to School** will observe 4 national holidays: 26th January, 15th August and 2nd October, and 1st May as mandatory leaves, annually.
2. **Going to School** will follow a total of 10 statutory holidays including the above four holidays per calendar year.
3. The annual holiday list will be published on 1st January every year on the portal.

2. Casual leaves

1. All employees are entitled to 18 days of casual leave every financial year, of which 1.5 days will be credited in the employee's account every month

3. Sick leaves



1. All employees are entitled to 7 days of casual leave every financial year, of which 2 days will be credited in the employee's account every month
2. If you take more than 2 consecutive days of leaves in a month, you are required to provide a medical certificate to consider it as paid Sick Leave.

4. Mental Health / Self Care Leave

1. All employees can avail this leave for 1 day every month
2. This leave cannot be extended to 2 days a month, in that case the second leave will fall under another leave category