



# SWASHODHAN TRUST

(Regn. No. 286/2017 12 A and 80 G approved)

3-5-1119/11, Kachiguda X Roads, Rajmohalla, Hyderabad - 500 027, Telangana, India

Tel.: +91 9493334954, USA No. : 8326102842

E-mail : swashodhantrust2017@gmail.com

www.swashodhan.org

## Attendance, Leaves and Holiday Policy

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Name of the policy	Ver	Drafted By	Approved By	Date of Incorporation
Attendance, Leave and holidays	1.0	Aparna Gunjekar Advisor HR	Dr Karunakar Reddy Founder Trustee	1 October 2024

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#### Scope

This policy is applicable to all members (Full Time, Part Time and Volunteers) here onwards referred as “Members” working with Swashodhan Trust referred as Trust.

This policy defines and explains the rules adopted by the Trust on Attendance, Annual Holidays and Leaves

The document also explains the process for availing the leaves and the action applicable if the said process is not followed

It is brought to the attention of all the members, that Swashodhan Trust is social rural entrepreneurship and is engaged in the service of society, and we aim to provide our best to



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the underserved segment. We are engaged in the service out of our own free will and are not working under any duress.

Time spent in the office is very precious and increases collaboration and increases your ownership leading to tangible benefits.

While the leaves and holidays are a privilege for us to enjoy, we need to be conscious of the fact that we need to be diligent and responsible in availing this privilege

## Standard Definition

**Holiday** – A holiday is time off work given by the organization to commemorate religious or national festivals. These are also called as public holidays

**Leaves** – A leave is the time off given to a member to attend to their personal work.

**Working hours** – Working hours are defined as the time in a day the members are expected to work on the official duties assigned to them

## Holidays

The Trust has adopted 9 holidays for the annual year. The holidays are divided into mandatory holidays and holidays accepted by the trust

### Mandatory Holidays

As per the Instruments and Negotiable Act of India, and endorsed by the Employment Act, the mandatory Holidays in India are

Sr. No	Date	Reason
1	26 January	Republic Day
2	1 May	International Labor Day
3	15 August	Independence Day
4	2 October	Gandhiji's Jayanti/Lal Bahadur Shastri Jayanti
5	2 June	Telangana Formation Day

The remaining 4 holidays are

1. Dasara
2. Deepavali
3. Sankranti
4. Ganesh Chaturthi. **For Christians:** Christmas and Good Friday are holidays



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For all purposes related to holidays and leaves, Swashodhan Trust will follow the Indian Financial year 1<sup>st</sup> April to 31<sup>st</sup> March.

## Leaves

Leaves are defined as the paid time off that members can avail for any personal requirement.

A member can have 10 leaves per annum including sick leave.

1. Three (3) sick days are allowed during probation time.
2. This annual leave will be available only for full time employees working on the roles of the Trust
3. A non-emergency leave application must be sent to the supervisor at least **7 days** in advance
4. Members cannot avail of more than 3 days leave at a stretch.
5. The administration can make an exception based on the merits of the case

## Leave application process:

1. The leave letter form needs to be filled
  - a. Emergency: Send a WhatsApp message in the SST Team group as a courtesy for your team members
  - b. Fill the leave form as soon as you can
  - c. Give the description of the emergency in the leave letter form.
  - d. For sick leave of more than two (2) days, provide a doctors Certificate.
2. Personal leave /non-emergency leave:
  - a. Leave form must be filled at least one week before the date of the leave.
  - b. The application must be approved by the admin before the leave is granted.

## Noncompliance with the standard process:

1. That day's salary will be deducted
2. Noncompliance will be given
  - a. 3 verbal warnings
  - b. Written warning after 3 verbal warnings
3. If still noncompliant will lead to termination of employment

Employee Signature

Administrator Signature