

LEAVE POLICY

Objective: To define the policy and procedures employees leave entitlements. **Scope:** Employees at all locations.

Guidelines:

One day privilege leave will be credited to employees leave account for every twenty working days which, the employee can avail on confirmation of services.

All the confirmed employees will eligible for three days of sick leave per annum and leave will be credited on confirmation.

All departments/regions will need to submit a tentative long leave calendar by January end to their reporting authority to ensure all long leave requests are planned

Privilege leave can be accumulated to a maximum of 30 days and sick leaves can be accumulated for a maximum of 9 days. Unavailed sick leave or privilege leave cannot be encashed or adjusted against notice period.

Sick leaves of more than 1 day should be supported by a medical certificate.

No leave can be availed during notice period or adjusted against notice period pay.

The unavailed leave shall not be taken into consideration in computing the period of any notice required to be given before discharge or dismissal.

During the probation and notice period, the employees will not be entitled for paid leave.

After the completion of the probation period (i.e., on confirmation) the employee will be entitled to sick leave and privilege leave from date of confirmation.

PROCEDURE:

Any leave (other than sick leave) exceeding 5 days should be applied well in advance (15days) by filling up the Leave Application Forms that can be collected from the office and sanctioned by the respective department heads/Regional head.

Leave details should be completed by the applicant as well as the reporting authority and sent to the Payroll Department at payroll@cafecoffeeaday.com for up-date.

***Maternity Leave**

Objective: To define the policy and procedures with regard to Maternity leave. **Scope:** Female employees at all locations.

Guidelines:

Every married female employee who has been confirmed in the service will be eligible for maternity leave with full pay for six weeks prior to confinement and six weeks after confinement.

This is restricted for only two such confinements during the entire period of service of the employee.

Maternity leave is non – cumulative, i.e., cannot be accumulated and carried forward.

Maternity leave for adoptions will be at the discretion of the management.

Procedures:

The female employee should apply 15 calendar days before the commencement of the maternity leave.

Proof of adoption will need to be submitted to avail of leave

HOLIDAYS:

The division has 12 Declared Holidays for non operational staff, when the offices will be closed.

The Cafes will be open to the guests on all these holidays.

Compensatory Holiday Procedures:

Café employees working in Operations and Junior executives, Executives and Senior executives MIS and Maintenance who are working on the field i.e. café support on declared holidays will be compensated as follows.

Four Compulsory Holidays will be compensated with four day's salary at the end of the month subject to verification.(I.e. Republic Day May Day, Independence Day & Gandhi Jayanthi)

All other Holidays (Eight Holidays) will be credited to leave balance if they have worked on that particular day.

All Support Division employees (except up to senior executive level in MIS & Maintenance) & Area Managers has to avail the compensatory off within 30 working days if they work on the below mentioned holidays.

Leaves for Contract Employees:

One day privilege leave will be credited to employees leave account for every thirty working days which, the employee can avail on completion six months of services.

This leaves can be accumulated to maximum of 30 days and unavailed leaves cannot be encashed or adjust against notice period.

HOLIDAYS-2016

Corporate Office/Karnataka			
Month	Date	Day	Event
January	15	Friday	Sankranti Festival
January	26	Tuesday	Republic Day
March	7	Monday	Maha Shivratri
March	25	Friday	Good Friday
April	8	Friday	Ugadi
July	6	Wednesday	Ramzan
August	15	Monday	Independence day
September	5	Monday	Ganesh Chaturthi
October	10	Monday	Ayudha Pooja
October	11	Tuesday	Vijayadasami
October	31	Monday	Diwali
November	1	Tuesday	Kannada Rajyotsava

North			
Month	Date	Day	Event
January	14	Thursday	Lohri
January	26	Tuesday	Republic Day
March	7	Monday	Maha Shivratri
March	24	Thursday	Holi
April	13	Wednesday	Baisakhi
July	6	Wednesday	Ramzan
August	15	Monday	Independence day
August	18	Thursday	Raksha Bandhan
September	5	Monday	Ganesh Chaturthi
October	11	Tuesday	Dussehra
October	31	Monday	Govardhan Puja
November	14	Monday	Guru Nanak Jayanti

East			
Month	Date	Day	Event
January	15	Friday	Sankranti Festival
January	26	Tuesday	Republic Day
February	13	Saturday	Saraswati Puja
March	23	Wednesday	Holi
March	25	Friday	Good Friday
April	14	Thursday	Bengali New Year
July	6	Wednesday	Ramzan
August	15	Monday	Independence day
September	30	Friday	Mahalaya
October	10	Monday	Durga Puja - Navami
October	11	Tuesday	Vijayadasami
October	29	Saturday	Diwali

West			
Month	Date	Day	Event
January	15	Friday	Makar Sankranti
January	26	Tuesday	Republic Day
March	7	Monday	Maha Shivratri
March	24	Thursday	Holi
April	8	Friday	Gudi Padwa
April	15	Friday	Ram Navami
July	6	Wednesday	Ramzan
August	15	Monday	Independence day
August	18	Thursday	Raksha Bandhan
September	5	Monday	Ganesh Chaturthi
October	11	Tuesday	Vijayadasami
October	31	Monday	Govardhan Puja

TN			
Month	Date	Day	Event
January	15	Friday	Sankranti Festival
January	16	Saturday	Uzalavar Dhinam
January	26	Tuesday	Republic Day
March	25	Friday	Good Friday
April	14	Thursday	Tamil New year
July	6	Wednesday	Ramzan
August	15	Monday	Independence day
August	25	Thursday	Krishna Jayanti
September	5	Monday	Ganesh Chaturthi
October	10	Monday	Ayudha Puja
October	11	Tuesday	Vijayadasami
October	29	Saturday	Diwali

AP & Telengana			
Month	Date	Day	Event
January	15	Friday	Sankranti Festival
January	26	Tuesday	Republic Day
March	7	Monday	Maha Shivratri
March	23	Wednesday	Holi
April	8	Friday	Ugadi
June	2	Thursday	Telengana & AP Day
July	6	Wednesday	Ramzan
August	15	Monday	Independence day
September	5	Monday	Ganesh Chaturthi
October	10	Monday	Ayudha Puja
October	11	Tuesday	Vijayadasami
October	29	Saturday	Diwali

May Day - May 1st Sunday Gandhi Jayanti – Oct 2nd Sunday
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