LEAVE POLICY 2012

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@cafecoffeeday.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.

HOLIDAY LIST - 2015

Corporate Office/Karnataka

S. No.	Month	Date	Day	Event
1	January	15	Thursday	Makara Sankranti
2	January	26	Monday	Republic Day
3	March	21	Saturday	Chandramaana Ugadi
4	April	3	Friday	Good Friday
5	May	1	Friday	May Day
6	August	15	Saturday	Independence day
7	September	17	Thursday	Ganesh Chaturth
8	October	2	Friday	Gandhi Jayanthi
9	October	23	Friday	Vijayadashami
10	November	10	Tuesday	Naraka Chaturdashi
11	November	12	Thursday	Balipadyami (Deepavali)
12	December	25	Friday	Christmas

North

S.No.	Month	Date	Day	Event
1	January	14	Wednesday	Makara Sankranti
2	January	26	Monday	Republic Day
3	March	6	Friday	Holi
4	April	14	Tuesday	Baisakhi
5	May	1	Friday	May Day
6	August	15	Saturday	Independence Day
7	September	24	Thursday	Bakrid
8	October	2	Friday	Gandhi Jayanthi
9	October	22	Thursday	Vijayadashami
10	November	11	Wednesday	Diwali
11	November	12	Thursday	Gowardhan Pooja
12	December	25	Friday	Christmas

West

S.No.	Month	Date	Day	Event
1	January	14	Wednesday	Makara Sankranti
2	January	26	Monday	Republic Day
3	March	6	Friday	Holi
4	May	1	Friday	May Day
5	July	18	Saturday	Ramzan
6	August	15	Saturday	Independence Day
7	September	17	Thursday	Ganesh Chaturthi
8	October	2	Friday	Gandhi Jayanthi
9	October	22	Thursday	Dassera
10	November	11	Wednesday	Laxmi Puja
11	November	12	Thursday	Balipadyami (Deepavali)
12	December	25	Friday	Christmas

TN

S.No.	Month	Date	Day	Event
1	January	15	Thursday	Pongal
2	January	16	Friday	Thiruvalluvar Day
3	January	26	Monday	Republic Day
4	April	14	Tuesday	Tamil New Year Day
5	May	1	Friday	May Day
6	August	15	Saturday	Independence Day
7	September	17	Thursday	Ganesh Chaturthi
8	October	2	Friday	Gandhi Jayanthi
9	October	22	Thursday	Ayudha Pooja
10	October	23	Friday	Vijaya Dasami
11	November	10	Tuesday	Deepavali
12	December	25	Friday	Christmas

East

S. No	Month	Date	Day	Event
1	January	15	Thursday	Makara Sankranti
2	January	26	Monday	Republic Day
3	March	5	Thursday	Holi
4	April	15	Wednesday	Bengali New Year's Day
5	May	1	Friday	May Day
6	July	18	Saturday	Id-ur-Fltr
7	August	15	Saturday	Independence Day
8	October	2	Friday	Gandhi Jayanth
9	October	21	Wednesday	Durga Pooja - Astami & Navami
10	October	22	Thursday	Vijayadashami
11	November	11	Wednesday	Diwali
12	December	25	Friday	Christmas

AP

S. No	Month	Date	Day	Event
1	January	15	Thursday	Makara Sankranti
2	January	26	Monday	Republic Day
3	March	21	Saturday	Ugadi
4	May	1	Friday	May Day
5	June	2	Tuesday	Telangana Format Day
6	July	18	Saturday	Ramzan
7	August	15	Saturday	Independence Day
8	September	17	Thursday	Ganesh Chaturth
9	October	2	Friday	Gandhi Jayanthi
10	October	22	Thursday	Vijaya Dasami
11	November	11	Wednesday	Diwali
12	December	25	Friday	Christmas