



# TENCO HIRE PURCHASE & LEASING CO.PVT.LTD

Regd.Office: Gold Complex, Yesudas Road, Kunnamkulam, Thrissur District, Kerala - 680 503.

Admn Office: 2/388, 1st Floor, Vattipillaivar kovil Street, Ullur, Kumbakonam, Thanjavur District, Tamilnadu - 612 001.

## LEAVE AND ATTENDENCE POLICY

### **1. Purpose:**

This Leave and Attendance Policy is established to maintain a consistent and efficient leave management system within our Non-Banking Financial Company (NBFC), Tenco Hire Purchase and Leasing Co. Pvt. Ltd. in India, ensuring proper attendance, compliance with legal regulations, and the smooth operation of business processes.

### **2. Eligibility:**

All employees of the NBFC, regardless of position or department, are subject to this policy.

### **3. Types of Leave:**

#### **a. Earned Leave (EL):**

Employees are entitled to EL as per the provisions of the Shops and Establishments Act applicable in the respective state.

EL can be availed for planned leaves and requires prior approval from the supervisor at least 2 days in advance.

Unused EL can be carried forward to the next calendar year, but the maximum accumulation limit is 5 days.

**Earned Leave is Subjected to maximum of 8 Days per year.**

#### **b. Sick Leave (SL):**

Employees can avail SL in case of illness or medical emergencies. Proper medical certificates may be required.

SL accrues on a monthly basis but is subject to a maximum accumulation limit of 2 days.

**Earned Leave is Subjected to maximum of 10 Days per year.**

#### **c. Casual Leave (CL):**

CL can be availed for personal or unforeseen reasons, but it should be requested at least 3 days in advance if planned.

The maximum accumulation limit for CL is 2 days.

#### **d. Public Holidays:**

NBFC will observe public holidays as per applicable state or central government regulations.

List of Public Holidays are mentioned below.

- Pongal
- Republic day
- Tamil New year
- May day
- Independence Day



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- Gandhi Jayanthi
- Vijayadashami
- Christmas

**Casual Leave is Subjected to maximum of 10 Days per year.**

**Maximum Leave that can be taken in month is 2 days, either EL, SL OR CL.**

**If Leave taken exceeds 2 days per month, the same will be considered as Loss of Pay.**

#### **4. Leave Application and Approval:**

- Employees must submit leave applications through the designated leave management system at least 2 days prior to the requested leave start date.
- Supervisors will review and approve or deny leave requests within a day of submission.
- For unforeseen medical or emergency leaves, employees must inform their supervisor as soon as possible, preferably on the day of leave.

#### **5. Attendance:**

- Employees are expected to maintain regular attendance during business hours as defined by their department.
- Punctuality is crucial. Late arrivals and unauthorized absenteeism may result in disciplinary actions.
- Biometric attendance or other designated attendance tracking systems can be used as required by the organization to keep track of daily attendance.

#### **6. Leave Encashment:**

- EL encashment is allowed as per applicable state or central government regulations and company policies.

#### **7. Compensatory Off (Comp-Off):**

- Compensatory Off can be granted for working on declared holidays or weekends as per the Tenco Hire Purchase and Leasing Co. Pvt. Ltd, requirements.

#### **8. Maternity and Paternity Leave:**

- Female employees are eligible for maternity leave as per the Maternity Benefit Act, 1961.
- Male employees are eligible for paternity leave as per company policies.

#### **9. Probationary Period:**



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a. During the probationary period, employees may be restricted from availing certain types of leaves. Refer to the employment contract for details.

## **10. Disciplinary Action:**

a. Unauthorized absenteeism, chronic late arrivals, or misuse of leave may result in disciplinary actions, including but not limited to warnings, suspension, or termination.

## **11. Amendments and Updates:**

a. This policy may be updated or amended as required by changes in government regulations or company needs.

## **12. Compliance with Legal Regulations:**

a. This policy is designed to comply with all applicable laws and regulations governing leave and attendance practices in India.

## **13. Confidentiality:**

a. Employee leave information will be treated with strict confidentiality and will not be disclosed to unauthorized personnel.

## **14. Contact Information:**

a. Employees may contact the HR Department for any clarifications or assistance regarding leave and attendance matters.

By adhering to this Leave and Attendance Policy, we aim to maintain a harmonious work environment while ensuring compliance with legal obligations and the efficient operation of our company in India.