

Leave Policy

TYPF recognises the importance of personal recreation and also wellbeing, and encourages its staff members to fully utilise the leave that is available to them each year.

- At TYPF, leave is calculated against the calendar year cycle from 1st January to 31st December.
- Staff members are requested to not confirm bookings related to leave or then do so at their own risk, until and unless one of the Directors has approved their leave application in writing.
- Where the leave required is critical, staff members are requested to submit their leave applications as early as possible and to not assume that last minute leave will be approved as the same cannot always be accommodated.
- Should a staff member require more than the given number of days of leave in a year for a particular reason, the same will only be considered on a case-to-case basis, wherein the staff member should have completed 2 years of working with the organisation or a prior written agreement should exist between the staff member and the organisation prior to the staff member's joining. Such agreements may be negotiated only prior to joining and must be mentioned within the contract of said staff member. The same will not be considered once the staff member has been formally confirmed.
- Staff members who have not completed at least 2 working years with the organisation will not be considered for more leave than the given number of days in a year.
- TYPF does not have a system of encashing leaves.

Guidelines

- Leave taken within the official system of the organisation below is entitled to a staff member with pay (except for a few exceptions; please refer to the text below).
- Please note that TYPF does not offer any system of additional leave to a staff member without pay, unless the same is approved at one of the Directors' discretion on a case-to-case basis, in an emergency situation only (such as health, a family or personal emergency etc.).
- All applicants who take leave for more than 3 consecutive working days are required to provide a handover for the duration of the leave without fail, barring Sick Leave or an emergency.
The person who takes over should be willing to do the proposed work and duly briefed on the work they would be handling in the applicant's absence.
- Saturdays and Sundays are not counted as working days within the organisation unless the same has been specified in the Annual Calendar of TYPF or been clarified in writing via email from one of the Directors.
- All discrepancies and grievances should be addressed directly with one of the Directors, in writing or in a meeting.

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- Please note that it is the staff member's responsibility to file leave applications in time – 1 soft copy via email and 1 signed hard copy in the leave attendance register must be submitted.
- Late leave applications will only be considered on an emergency basis and can be deducted from the Paid Leave the staff member is entitled to, if required.
- All applications for leave are prepared by the applicant and then transmitted to their Supervisor and/or one of the Directors for final review and approval. It is the employee's responsibility to ensure the leave application is approved.
- Interns (full-time)
 - Interns working for a period of 3 months or less, 5 days a week are entitled to 2 days of leave a month. Anything in excess of the same requires prior approval on a case-to-case basis from the Intern's Supervisor in writing.
- Consultants
 - Consulting assignments are billed as per the time logged for work. The payments are typically made against the number of days of work and will be calculated accordingly.
 - Consultants are required to inform the organisation via their primary contact person of the duration of absence or inability to take up work in advance.
 - Leave Applications for Consultants do not affect the delivery of targets that have been agreed as part of consultancy agreements.

Leave Structure

Overview

Category	Number of Days per Calendar Year*	Key Systems to Note*
Casual Leave	7 working days	<ul style="list-style-type: none"> ● To be informed to their Supervisor or one of the Directors at-least 1 working day in advance of said leave being taken; within 1 hour of said leave being taken, in case of an emergency. ● Cannot be appended along with Paid Leave for vacation purposes.
Paid Leave	12 working days	<ul style="list-style-type: none"> ● To be approved at-least 1 month and not later than a fortnight before said leave being taken by their Supervisor and one of the Directors. ● Only 50% may be carried forward to the next year. ● Cannot be carried forward for more than 1 year and will lapse if not taken within 2 years of it becoming due.

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Mental Health Leave	8 working days	<ul style="list-style-type: none"> To be informed to their Supervisor or one of the Directors within 1 hour of said leave being taken. When possible, to be informed at-least 1 working day in advance of said leave being taken.
Sick Leave	10 working days	<ul style="list-style-type: none"> To be informed to their Supervisor or one of the Directors within 1 hour of said leave being taken. Medical Certificate required for 4 or more consecutive working days of leave.
End of Year Break	25th December to 1st January	<ul style="list-style-type: none"> No other leaves can be combined with or availed either immediately before or after this break.
National Holidays	12 days	<ul style="list-style-type: none"> Cannot be accumulated or transferred to a later period.
Total	57 days	Available to all staff members per calendar year
Exam Leave (unpaid)	Up to 20 working days	<ul style="list-style-type: none"> To be approved at-least 1 month before said leave being taken by their Supervisor and one of the Directors. Unpaid, unless considered otherwise (on a case-to-case basis).
Unpaid Leave	Up to 20 working days	<ul style="list-style-type: none"> To be approved at-least a fortnight before said leave being taken by their Supervisor and one of the Directors.
Total	Up to 40 working days	Available to all staff members per calendar year
Menstrual Leave	18 working days	<ul style="list-style-type: none"> To be informed to their Supervisor or one of the Directors within 1 hour of said leave being taken.
Compensatory Leave	<p>For 3-4 hours of work done - ½ working day</p> <p>For 6-8 hours of work done - 1 working day</p>	<ul style="list-style-type: none"> In case of working on weekends or National Holidays due to any unavoidable reasons. To be approved before said leave being taken by their Supervisor or one of the Directors. To be taken within a period of 3 months. A leave after/before a weekend cannot be appended with another form of leave.

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Parental Leave and Benefits*		
Special Circumstances Leave	Case-to-case basis	<ul style="list-style-type: none"> Only 1 period of leave in 1 calendar year.

*** Please refer to the text below for full terms and conditions.**

1. Casual Leave: 7 working days in 1 calendar year.

- a. Casual Leave is granted for unforeseen circumstances or emergencies where the staff member may not be able to report to work as planned.
- b. Casual Leave can be taken up to 3 consecutive working days. Any leave beyond 3 consecutive working days does not qualify as Casual Leave and needs to be discussed with and pre-approved by their Supervisor.
- c. In the case of Casual Leave, the staff member is required to inform their Supervisor or one of the Directors at-least 1 working day in advance of said leave being taken. In case of an emergency, the staff member is required to inform their Supervisor or one of the Directors within 1 hour of said leave being taken. Please note that formal communication via email with respect to the same is required; voicemails are not accepted.
- d. For new joinees or persons who have resigned, Casual Leaves are on Pro rata basis. If you have joined during the middle of the year, say July 1st, your Casual Leave will be half (prorated) from the date you start employment through December 31st of that calendar year.
- e. Casual Leave cannot be appended along with Paid Leave for vacation purposes.
- f. Casual Leave cannot be carried forward to the next year and lapse automatically at the end of the year.

2. Paid Leave: 12 working days in 1 calendar year.

- a. The number of days of leave to be granted at one stretch is at the discretion of their Supervisor and one of the Directors.
- b. Paid leave has to be approved at-least 1 month and not later than a fortnight before said leave being taken by their Supervisor and then final approval has to be sought from one of the Directors.
- c. New staff members accrue 1 day of leave per month of work that may be considered as Paid Leave in the first year of joining. This is in addition to the list of National Holidays at TYPF.
- d. Staff members who have resigned and are serving their notice period may take only 50% of the proportionate Paid Leave accrued till the end of their tenure during the notice period.
- e. Only 50% of the Paid Leave may be carried forward to the next year.

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Paid Leave cannot be carried forward for more than 1 year and will lapse if not taken within 2 years of it becoming due. For example, leave for 2019 may not be carried forward beyond 2020.

3. Mental Health Leave: 8 working days in 1 calendar year.

- a. This leave system is intended to ensure staff members are able to dedicate time for mental health wellbeing.
- b. Mental Health Leave can be taken up to 2 consecutive working days. Any leave beyond 2 consecutive working days needs to be discussed with and pre-approved by their Supervisor.
- c. The staff member is required to inform their Supervisor or one of the Directors within 1 hour of said leave being taken.

When possible, the staff member is required to inform their Supervisor or one of the Directors at least 1 working day in advance of said leave being taken. Please note that formal communication via email with respect to the same is required; voicemails are not accepted.

- d. For new joiners or persons who have resigned, Mental Health Leaves are on Pro rata basis. If you have joined during the middle of the year, say July 1st, your Mental Health Leave will be half (prorated) from the date you start employment through December 31st of that calendar year.
- e. Mental Health Leave cannot be carried forward to the next year and lapse automatically at the end of the year.
- f. In case of discrimination, complaints may be made under the Grievance Redressal Policy.

4. Sick Leave: 10 working days in 1 calendar year.

- a. Please note that any Sick Leave taken for 4 or more consecutive working days, will need to be specified by an external medical professional with an attested medical certificate from the same.
- b. In the case of Sick Leave, the staff member is required to inform their Supervisor or one of the Directors within 1 hour of said leave being taken. Please note that formal communication via email with respect to the same is required; voicemails are not accepted.
- c. For new joiners or persons who have resigned, Sick Leaves are on Pro rata basis. If you have joined during the middle of the year, say July 1st, your Sick Leave will be half (prorated) from the date you start employment through December 31st of that calendar year.
- d. Staff members are encouraged to maintain good health. Supervisors and/or one of the Directors may issue a formal warning to an employee if found that Sick Leaves are being taken regularly.
- e. Sick Leave cannot be carried forward to the next year and lapse automatically at the end of the year.

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5. End of Year Break:

- a. All staff members are entitled to an End of Year Break from 25th December to 1st January every calendar year.
- b. No other leaves can be combined with or availed either immediately before or after the End of Year Break.

6. National Holidays: 12 days in 1 calendar year.

- a. If a staff member has been sent on an official assignment or been formally asked to work on a National Holiday, they are entitled to a Compensatory Leave the next immediately available working day (all terms and conditions detailed in the Compensatory Leave section are applicable here).
- b. Please note that these holidays cannot be accumulated or transferred to a later period.

7. Exam Leave: Up to 20 working days in 1 calendar year.

- a. This leave system is intended to ensure staff members are able to take a break to prepare for and attend an exam or a series of exams.
- b. Up to 10 consecutive working days can be utilised per period of exam or series of exams.
- c. In the case of Exam Leave, a clear start and end date, with a date to return to work must be mentioned.
- d. Please note that Exam Leave is considered to be an unpaid period of leave at The YP Foundation. If this is treated as a paid period of leave, this is at the sole discretion of one of the Directors and is to be considered as part of the increment provided to a staff member for the year. Staff members taking Exam Leave should clear directly with one of the Directors whether this is a paid or an unpaid period of leave prior to each period of such leave.
- e. Exam Leave has to be approved at-least 1 month before said leave being taken by their Supervisor and then final approval has to be sought from one of the Directors.
- f. For new joinees or persons who have resigned, Exam Leaves are on Pro rata basis. If you have joined during the middle of the year, say July 1st, your Exam Leave will be half (prorated) from the date you start employment through December 31st of that calendar year.
- g. Exam Leave cannot be carried forward to the next year and lapse automatically at the end of the year.

8. Unpaid Leave: Up to 20 working days in 1 calendar year.

- a. Unpaid Leave may be requested and granted in addition to the regular leave mandated by the policy.
- b. The number of days of leave to be granted at one stretch is at the discretion of their Supervisor and one of the Directors.

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- c. Staff members can take up to 20 working days of Unpaid Leave in a calendar year. Any leave sought beyond this period needs to be especially discussed and approved by their Supervisor and one of the Directors.
- d. Unpaid leave has to be approved at-least a fortnight before said leave being taken by their Supervisor and then final approval has to be sought from one of the Directors.
- e. For new joinees or persons who have resigned, Unpaid Leaves are on Pro rata basis. If you have joined during the middle of the year, say July 1st, your Unpaid Leave will be half (prorated) from the date you start employment through December 31st of that calendar year.
- f. Unpaid Leave cannot be carried forward to the next year and lapse automatically at the end of the year.

9. Menstrual Leave: 18 working days in 1 calendar year.

- a. The number of days of leave to be granted at one stretch is at the discretion of their Supervisor.
- b. The staff member is required to inform their Supervisor or one of the Directors within 1 hour of said leave being taken. Please note that formal communication via email with respect to the same is required; voicemails are not accepted.
- c. For new joinees or persons who have resigned, Menstrual Leaves are on Pro rata basis. If you have joined during the middle of the year, say July 1st, your Menstrual Leave will be half (prorated) from the date you start employment through December 31st of that calendar year.
- d. Menstrual Leave cannot be carried forward to the next year and lapse automatically at the end of the year.
- e. In case of discrimination, complaints may be made under the Grievance Redressal Policy.

10. Compensatory Leave:

- a. Compensatory Leave is intended to ensure that staff members are able to take rest for work done on weekends or National Holidays in case of deadlines, workshops or any other unavoidable circumstances.
- b. For 3-4 hours of work done, staff members are entitled to taking ½ working day leave. For 6-8 hours of work done, they are entitled to 1 working day leave.
In case of field work and travel (out of station travel) to longer distances for organisational work, travelling hours will be included when counting Compensatory Leave.
- c. Staff members can take Compensatory Leave within a period of 3 months. However, more than 2 Compensatory Leaves cannot be taken together.
- d. Compensatory Leave has to be approved before said leave being taken by their Supervisor or one of the Directors.
- e. A Compensatory Leave after/before a weekend cannot be appended with another form of leave.

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11. Parental Leave and Benefits:

- a. All employees are entitled to fully paid Parental Leave, regardless of gender, sexual orientation and whether they become a parent via adoption or birth. With respect to adoptions, the policy shall apply for adoption of any child less than 6 months of age, as on date of adoption. An employee who has been employed at TYPF for at least 6 preceding months shall be entitled to Parental Leave and Benefits.
- b. Any parent who identifies as the primary caregiver of their child shall be entitled to 26 weeks of fully paid Parental Leave in case of childbirth and 14 weeks of fully paid Parental Leave in case of adoption, subject to any objections raised, under this policy. Any parent who identifies as the secondary caregiver of their child shall be entitled to 1 month of fully paid Parental Leave under this policy.
Out of the leave period, an employee can avail up to 8 weeks of leave before the childbirth and up to 6 weeks of leave before the adoption.
- c. The Parental Leaves granted under this policy may be increased in the case of extenuating circumstances, on a case-to-case basis and at the discretion of the Executive Director of TYPF.
- d. An employee shall be entitled to 6 weeks of leave in case of miscarriage or medical termination of pregnancy or still birth or death of the child during delivery/post-delivery. This period of leave can be increased in case of extenuating circumstances, on a case-to-case basis and at the ED's discretion.
An employee is encouraged to provide relevant documentation/proof.
- e. The amount of Parental Benefit for the period preceding the date of the expected delivery/adoption shall be paid in advance by the employer to the person on furnishing such proof as may be prescribed that they are in the process of having or adopting a child, or are pregnant.
- f. The amount due for the subsequent period shall be paid by the employer to the employee within 48 hours of production of such proof as may be prescribed that the child has been delivered/adopted.
- g. A person taking Parental Leave shall be entitled to pay at a rate that is the average of the gross salary that they were drawing for 3 months prior to the date of Parental Leave being taken.
- h. TYPF shall make all efforts to set up a safe and child friendly crèche for its employees, especially if there is a demand from more than 15 employees.
- i. TYPF shall ensure that parents who have taken an extended period of time off from work readjust to work, and also ensure that they do not lose out on bonuses, promotions, etc. because of time missed.
- j. An employee is encouraged to get the Parental Leave approved at the earliest by their Supervisor and finally by one of the Directors.

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12. Special Circumstances Leave:

- a. In extreme circumstances, should the staff member not need leave but due to justifiable reasons (that the applicant should be able to justify to the organisation) need to reduce their work schedule in office, a staff member can avail of this in an application. This may require a re-negotiation of their contract and financial remuneration.
- b. Please note that staff members will not be granted more than 1 special circumstance within a calendar year and only in emergency cases should this option be considered.
- c. A staff member has to have completed 2 years of work with the organisation to be able to avail of Special Circumstances Leave.