FREEDOM EMPLOYABILITY ACADEMY
Building ethical, productive mindsets
and core employability skills

LEAVE POLICY- Paid Time Off (PTO)

(Updated as on 1.4.2023)

Please find below updated FEA Leave Policy. If any queries, please contact your direct manager for resolution.

Please feel free to seek guidance from your dept. head, if needed.

1) We observe 11 public holidays every year. Employees accrue 2.25 PTO leaves for each pay period of one calendar month. PTO consists of 15 Privilege Leave (PL) & 12 Casual cum Sick Leave (CL) per year. This adds up to 27 days PTO per year plus 11 holidays for a total of 38 days off. To ensure classroom continuity and to prevent students from losing interest in their studies, PTO should be taken in consultation with your direct manager. It is necessary to apply for the leave in advance and important to get the sanction before proceeding on leave.

2) Casual cum Sick Leave (CL)

All employees are entitled to 1 Casual cum sick leave (CL) per month at the beginning of each month. For new joinees, CL for the joining month shall be given if he/she joins before 15th of the month. Employees can have CL balance of up to –ve 3 days with prior approval of his/her manager, in which case the balance will be set off with the future CLs credited to the employee's leave account.

Four half-day CLs can be applied in one calendar year, however more than 4 half-day CLs can be approved in exceptional circumstances. Unused CLs will not be carried forward for the next year.

Casual cum Sick Leave is granted for certain unforeseen situations or where you require leave to attend to personal matters/sickness and not for vacation. CL should ideally be applied minimum 48 hours in advance, unless there is an unavoidable situation/ medical emergency. In such unique situations, please call your direct manager to seek approval.

Casual Leave cannot be availed for more than 3 continuous days, above which it shall be treated as PL or leave without pay, as per decision of direct manager. Sick Leave of more than 3 days should be supported by a medical Certificate/Fitness Certificate to resume the duty, given by a registered Medical Practitioner/MBBS Doctor.

3) Privilege Leave (PL)

Employees can accrue 1.25 days of privilege leave for each month of service. For new joinees, PL for the joining month shall be given if he/she joins before 15th of the month.

15 PLs per year can be accumulated to 45 days in total and after that no further accumulation is permitted. PL should ideally be applied at least 7 days in advance, however in exceptional circumstances it can be applied in less than 7 days after consultation with direct manager. In case CLs are exhausted, PL can be consumed in place of CL after consultation with direct manager.

4) Accrued leave cannot be cashed.

5) For new joiners, CL is on pro rata basis and PL is allowed after three months of service on pro rata basis.

6) You may take unpaid leaves if you have exhausted your PTO, with the permission of your manager. Unpaid leave should be avoided as it disrupts operations. Unsanctioned leave will lead to disciplinary action and possibly termination. Abuse of the flexibility offered for medical emergency is an act of dishonesty. FEA has zero tolerance for dishonesty and will terminate dishonest employees.

7) In the spirit of cooperation and of being helpful to each other, employees may voluntarily donate Privilege leave (PL) to needy colleagues during emergency situations including medical contingencies, if they wish to, with the following guidelines:

- Donor may give away as many of their Privilege leaves as they wish on approval of direct managers. A single recipient may only receive a maximum of 10 Privilege leaves in a 12-month period, from all donors added together.

- Leave(s) can be donated only if the receiving employees' balance PL is less than 1.

- HO Staff -

  Intra-Department: Only employees at same designation can donate leave to each other.

  Inter-Department: Employees can donate leave irrespective of designation.

- Branch Staff

  Allowed – All Branch Staff can donate leave to each other.

  Not Allowed – Between Branch staff & HO Staff.

8) Any grievance regarding leave approval can be shared directly with the Head of Finance & HR