



# YOUNG IGNITED MINDS FOUNDATION

(Registered under The Indian Trust Act, 1882, Registered under sec 80G &12AA of Income Tax Act,1991)

## Leave Policy - Young Ignited Minds Foundation (YIMF)

### 1. Purpose

The Leave Policy outlines the types of leave available to employees and volunteers at YIMF and ensures a fair and transparent process for leave approvals while maintaining operational efficiency.

### 2. Scope

This policy applies to all employees, project coordinators, and volunteers engaged with YIMF in any capacity.

### 3. General Guidelines


- Leave must be pre-approved by the designated supervisor unless it is an emergency.
- Employees and volunteers must submit leave requests at least **five (5) working days** in advance for planned leaves.
- In case of medical or emergency leave, notification should be provided at the earliest possible time.
- Leave requests should be submitted through **email** or the **official HR platform**, where applicable.


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## 4. Types of Leave

### 4.1 Annual Leave (Paid Leave)

- Full-time employees (if any) are entitled to **30 days of paid leave per year**.
- Volunteers and project-based staff are not eligible for annual paid leave unless explicitly mentioned in their engagement terms.

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- Annual leave can be carried forward to the next year but must be utilized within **9 months**, beyond which it will lapse.

## 4.2 Sick Leave

- Employees are entitled to **15 days of paid sick leave per year** upon submission of a medical certificate for leaves exceeding **three consecutive days**.
- If sick leave exceeds the allotted limit, additional leave may be deducted from annual leave (if available) or taken as unpaid leave.
- Volunteers on short-term projects may be granted **up to 7 days** of sick leave, subject to review.

## 4.3 Casual Leave

- Employees and volunteers can avail of up to **8 days of casual leave per year** for personal reasons, urgent matters, or unforeseen circumstances.
- Casual leave **cannot** be carried forward or encashed.

## 4.4 Maternity & Paternity Leave

- **Maternity Leave:** Female employees are eligible for **24 weeks of paid maternity leave**. Volunteers and project-based staff may be granted up to **16 weeks of unpaid maternity leave**, subject to approval.
- **Paternity Leave:** Male employees are eligible for **30 days of paternity leave** within the first **one month of childbirth**.

## 4.5 Compassionate Leave (Bereavement Leave)

- In the unfortunate event of the death of an immediate family member (parent, spouse, child, or sibling), up to **5 days** of paid leave may be granted.
- Additional leave may be taken as unpaid leave or adjusted against annual leave.

## 4.6 Unpaid Leave

- If an employee or volunteer exhausts their allocated leave, additional time off may be granted as **unpaid leave**, subject to management approval.
- Unpaid leave must be requested in advance unless it is an emergency.

## 4.7 Special Leave (Discretionary Leave)

- For exceptional circumstances such as **study leave, participation in conferences, or special events**, discretionary leave may be granted on a case-by-case basis.
- This leave type is at the **management's discretion** and is **not a right**.



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## 5. Leave Approval Process

1. **Request Submission:** Employees and volunteers must submit a leave request via email to the HR department or their designated supervisor.
  2. **Approval Process:**
    - For leaves of **up to 2 days**, direct approval from the immediate supervisor is required.
    - For leaves exceeding **3 days**, HR and senior management must approve.
  3. **Emergency Leave:** In cases of emergencies, the employee/volunteer must inform their supervisor at the earliest convenience.
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## 6. Unauthorized Leave & Consequences

- If an employee or volunteer **fails to report to work** for more than **five consecutive days without prior notice**, it may be treated as **abandonment of duty**.
  - Unauthorized leave may result in **salary deductions, disciplinary action, or termination** in severe cases.
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## 7. Policy Review & Amendments

- This Leave Policy will be reviewed **annually** to ensure alignment with YIMF's operational needs and legal compliance.
  - Any amendments will be communicated to all employees and volunteers through official channels.
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**Effective Date:** 1<sup>st</sup> January 2025

Approved by:

*E. Bansal*

Eshaan Bansal



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