



LEAVE POLICY - 2025-2026

PURPOSE:

To communicate the leave policy to all concerned employees of Ishanya India Foundation.

OBJECTIVE:

This policy encourages its employees to take a break from work as this provides for healthy, stress-free, and more productive staff. The leave policy sets out the leaves that an employee is eligible for and outlines the procedure for taking leave.

PROCEDURES AND RULES:

1. Every employee will be entitled to the following leaves in a year:
 - a. Applied leave: Up to 18 days (1.5 days' leave for every completed month in the academic year)
 - b. Example - starting june, if you have worked for 4 months and if you avail leave in the month of october, you are eligible for a total of $1.5 \times 4 = 6$ days' leaves
 - c. Public Holiday is available in **Annexure A** which is part of the Leave Policy 2025 - 2026.

2. Leave Year & Applicability:
 - a. Leave year is as per the academic year - 1st June to 31st May.
 - b. The policy is applicable to all our permanent employees (full-time & part-time). During probation and notice period, employees are expected not to take any leave (except in an emergency situation, which will be dealt with on a case-to-case basis).

3. General Rules:

- a. Leave should be planned in such a way that it does not affect the productivity or continuation of a program.
- b. The leave application needs to be approved by the reporting authority.
- c. All leave requests should be sent through email to info@ishanyaindia.org, with the reason and dates. In case the employee is applying for leave due to sickness, the email must be sent immediately after the employee reports back to work.
- d. Please consider the leave application as confirmed only after it has been approved by the respective reporting authority.
- e. The Employee should check their respective leave balance before applying for the same and make necessary arrangements.
- f. Any leave beyond the entitled number of leaves as stated under section 1 above, will be considered as loss of pay. The deduction from the salary will be made immediately from the month the loss of pay applies. If any leaves are unused at the end of the academic year, a maximum of 4 leaves can be carried forward to the next year. There is no provision to en-cash any unused leave.
- g. A minimum of half-day leave can be availed.
- h. A maximum of 3 days of leave in a row can be taken. In case of sickness beyond 3 days, the leave request has to be supported by a medical certificate. If the leave is casual and it is beyond 3 days up to 5 days, the leave has to be planned and approval taken at least one month in advance and compensatory classes has to be arranged.
- i. If an employee falls sick, he /she is expected to inform the concerned reporting authority immediately with adequate time to make alternate arrangements.
- j. Leaves applied in case of emergencies will be dealt by the reporting authority on a case-to-case basis.
- k. May will be a working month.

Annexure A
Holiday List 2025-26

Sl. No.	Date	Day	Occasion
1	7th June	Saturday	Bakrid / Eid al Adha
2	6th July	Sunday	Muharram
3	8th August	Friday	Vara Mahalakshmi
4	15th August	Friday	Independence Day Celebration
5	26th August	Tuesday	Swarna Gowri
6	27th August	Wednesday	Varasiddhi Vinayaka Chaturthi
7	5th September	Friday	Teachers Day Celebration/ Eid Milad
8	21st September	Sunday	Mahalaya Amavasya
9	1st October	Wednesday	Mahanavami - Ayudha Puja
10	2nd October	Thursday	Vijayadashami
11	2nd October	Thursday	Gandhi Jayanthi Celebration
12	20th October	Monday	Deepavali - Naraka Chaturdashi
13	21st October	Tuesday	Deepavali - Amavasya
14	22nd October	Wednesday	Deepavali - Balipadyami
15	1st November	Saturday	Kannada Rajyotsava Celebration
16	25th December	Thursday	Christmas Vacation Starts
17	2nd January	Friday	Christmas Vacation Ends

18	14th January	Wednesday	Makara Sankranti
19	26th January	Monday	Republic Day Celebration
20	15th February	Sunday	Mahashivaratri
21	19th March	Thursday	Ugadi
22	20th March	Friday	Eid al-Fitr/ Ramadan
23	3rd April	Friday	Good Friday
24	5th April	Sunday	Easter Sunday
25	1st May	Friday	May Day

***Celebrations will be between 9 am and 12 pm for all 3 national holidays and 1 state holiday.**

Management

Ishanya India Foundation