

HR DEPARTMENT

#### STANDARD OPERATING PROCEDURE

Title: Leave Policy

SOP No.:	Department:	HR
SOP No.:	<b>Effective Date:</b>	
Revision No.:	<b>Revision Date:</b>	
Supersede Revision No.:	Page No.:	1 of 5

#### 1.0 **OBJECTIVE:**

To lay down a procedure for Leave Policy.

#### **SCOPE:** 2.0

This SOP is applicable for all the employees who take leave in .....

#### 3.0 **RESPONSIBILITY:**

All Employees

#### 4.0 **ACCOUNTABILITY:**

Head-Personnel & Administration

#### 5.0 **ABBREVIATIONS:**

- **Standard Operating Procedure** SOP
- QA Quality Assurance
- No. Number
- Ltd. Limited
- PA Personnel and Administration

#### 6.0 **PROCEDURE:**

#### 6.1. **Leave Policy for Staff Personnel:**

6.1.1. Person who want to take Leave in case of personal work & during emergency, Open windows Mozilla Firefox/Internet Explorer and type http://in address bar to On-Demand Human Resource and Talent Management Software after entering this IP address, enter the User Name,

Password, Company and click on button as per shown in **Figure-1**.

EmpXtrack Logon	1.246/empxtrack/logon.do?activity=display		🚖 र 🕑 🚰 र Google	<u> </u>
	<b>5</b>	empxtrac	k	
		– Ver: 4.34		
	Tracking Employee E Authorised Login User Name: Password:	xcellence		
	Company:	Login	Login Problems?	
	Copyright © Saigun Tec	hnologies Pvt. Ltd. India. All rights reserve	d. Confidential.	

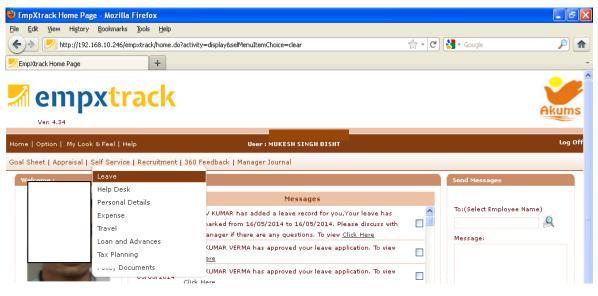


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#### 6.1.2. Click the "Self Service" and select "Leave" option as per shown in Figure-2.



**Figure-2** 

6.1.3. Click the "Apply for Leave" option as per shown in Figure-3.

168.10.246/emp×t	rack/SelfService.do?activity=subi	- ito		
		nicomoduleName=	ess&name=Leave Recor	rds&selMenuItemCh: 🏫 👻
Leave	+			· · · · · · · · · · · · · · · · · · ·
SL	14/02/2014-14/02/2014	1.0	Approved	Q 🚍
SL	10/02/2014-10/02/2014	0.5	Approved	Q 🚔
SL	07/02/2014-07/02/2014	0.5	Approved	Q 🚔
GPL	25/01/2014-25/01/2014	1.0	Accepted	Q 🚔
CL	18/01/2014-18/01/2014	1.0	Approved	Q 🚔
Compensatory Leave	16/01/2014-16/01/2014	0.5	Approved	Q 🚔
CL	07/01/2014-07/01/2014	1.0	Approved	Q 🚔
Compensatory Leave	03/01/2014-03/01/2014	0.5	Rejected	o 🚔
SL	03/01/2014-03/01/2014	1.0	Approved	Q 🚔
				Apply For Leave
	SL SL GPL CL Compensatory Leave CL Compensatory Leave	SL     10/02/2014-10/02/2014       SL     07/02/2014-07/02/2014       GPL     25/01/2014-25/01/2014       CL     18/01/2014-18/01/2014       CL     07/01/2014-16/01/2014       CL     07/01/2014-07/01/2014       CL     03/01/2014-03/01/2014	SL         10/02/2014-10/02/2014         0.5           SL         07/02/2014-07/02/2014         0.5           GPL         25/01/2014-25/01/2014         1.0           CL         18/01/2014-18/01/2014         1.0           Compensatory Leave         16/01/2014-16/01/2014         0.5           CL         07/01/2014-07/01/2014         1.0           Compensatory Leave         03/01/2014-03/01/2014         0.5	SL         10/02/2014-10/02/2014         0.5         Approved           SL         07/02/2014-07/02/2014         0.5         Approved           GPL         25/01/2014-25/01/2014         1.0         Accepted           CL         18/01/2014-18/01/2014         1.0         Approved           Compensatory Leave         16/01/2014-16/01/2014         0.5         Approved           CL         07/01/2014-07/01/2014         0.5         Approved           CL         03/01/2014-03/01/2014         0.5         Rejected

#### Figure-3

**6.1.4.** Fill the Leave Application details 'Type of Leave Required', 'Leave Start Date', 'Leave End Date' & 'Reason for Leave' & click 'Submit Application' button as per shown in **Figure-4**.



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	xtrack/ApplyLeaveRequest.do	oractivicy=display			- Goog		
ployee Self Services >> Leave	+						
<ul> <li>Note: If there is no leave   HR department.</li> </ul>	balance for the type of le-	ate the number of days that will be ac ave applied, 'Submit Application' butto ns of the Leave Balance Details.				ccount plea	se contact the
Emp Name	MUKESH SINGH BISHT						
*Type of Leave Required 🥝	Select						
*Leave Start Date 🥯		Second half of first day.		Existi	ing Leave D	stails	
*Leave End Date 🙆		First half of last day.	Leave Type	Credit	Total Applied	Availed	Balance
Approver Name	RAJESH YADAV		<u>Compensatory</u> <u>Quota Leave</u>	0.0	0.0	4.5	0.0
Humber of Days	0.0 Calculate		<u>Compensatory</u> <u>Leave</u>	5.0	0.0	4.5	0.5
			Sick Leave	12.5	0.0	e.5	4.0
*Reason For Leave 💷			Earned Leave	25.15	0.0	18.75	6.15
			LWP	0.0	0.0	3.0	0.0
			Gate Pass Leave	18.0	0.0	19.0	0.0
			Casual Leave	14.5	0.0	11.5	3.0
If Manager not available 🙆			On Duty	0.0	0.0	0.0	0.0
View Leave Policy Document 😕	-						

### Figure-4

## 6.2. Leave Policy for Worker Personnel:

- **6.1.1.** Person who want to take Leave in case of personal work & during emergency, fill the Leave Application as per **Annexure-I**, Titled **"Leave Application"**.
- **6.1.2.** Fill the Leave Application details Name of applicant, Code No., Father's Name, Designation & Dept, Period of Leave From, To, Type of Leave, Purpose of Leave, Address during leave period, Permanent Address, Phone No., Date & Applicant's Signature.
- **6.1.3.** Filled leave format, forward to concern officer/Executive/Manager for recommendation of leave.
- **6.1.4.** After recommendation of leave further forward to leave sanctioned to Head of Department.
- **6.1.5.** Sanctioned Leave application submits in Personnel & Administration Department to acknowledge the leave for further action.

### 7.0 ANNEXURES:

ANNEXURE No.	NEXURE No. TITLE OF ANNEXURE	
Annexure-I	Annexure-I Leave Application	

#### 8.0 **DISTRIBUTION:**

- Controlled Copy No. 01 Head Human Resource
- Master Copy
- Quality Assurance Department

9.0 **REFERENCES**:

Not Applicable



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## **10.0 REVISION HISTORY:**

### **CHANGE HISTORY LOG**

Revision No.	Details of Changes	Reason for Change	Effective Date	Updated By
00	New SOP	Introduction of New SOP		



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### **ANNEXURE-I**

PHARMA DEVILS



HR DEPARTMENT

## **LEAVE APPLICATION**

Name of Ap	plicant: _					_ Code No.:		
Father's Name    : Designation & Deptt								
Period of Leave From: To								
Type of Leave: CL/EL/SL/CO:								
Purpose of Leave:								
Address During Leave Period:						Permanent Address:		
Phone No.:            Date         :						Applicant's Signature: _		
Leave Record       (To be filled by Personnel Dept.)       CL     EL     SL     CO					Name	2:	Name :	
Due					Signa	ature :	Signature :	
Availed Balance								
	1	1	1	1	Reco	mmended by	Sanctioned by	