

Title	POLICY ON COMPENSATORY OFF
Applicability	ELECTROSTEEL CASTINGS LIMITED
Prepared By	HUMAN RESOURCE DEPARTMENT
Approved By	Director-In-Charge
Effective Date	01.12.2011 (REAFFIRMED ON 12.01.2025)

Introduction

1. As per the law of the land everyone who works in any organization is required to be given a weekly off day when he can take care of his personal needs, rest and recuperate and be fresh and available for work for the next week. Since in process industries, the manufacturing facility has to run 24 x7 on all 365 days of the year, a common weekly off day for all employees cannot be designated. Thus the off day for each employee has to be designated specifically.

2. It may so happen that despite having designated weekly off days for each employee, a particular employee may have to be called for work on his / her designated weekly off day or on a paid holiday. Under such conditions the employee needs to be compensated by allowing him to avail another day as an off day in lieu of the weekly off or paid holiday when he had to come for work.

Aim

3. The aim of this policy is to lay down the system of accounting for weekly off days or paid holidays when an employee had to work, credit the requisite no of compensatory off days to his account, account for and keep a count of the compensatory off days that an employee avails and also ensure that there is no misuse of the facility of compensatory offs and it is not subject to human error.

Entitlement of Compensatory Off Days.

4. Staff members are entitled to avail compensatory off in lieu of working on weekly off days / paid holidays.

5. A compensatory off day will be credited to the account of the employee only if the employee has been directed to come for work on his weekly off day / paid holiday by his immediate superior / departmental head. In case a particular employee feels that he has to come for work on a weekly off day or paid holiday a compensatory off will be credited to his account only if it has been approved by his immediate superior / departmental head. The immediate superior / departmental head must exercise adequate caution and

discretion while approving credit of compensatory off-day for employees working under him.

6. One day compensatory off will be credited to the account of the employee if the employee has worked on his weekly off day or a paid holiday subject to conditions as spelt out in this policy.
7. Sundays and paid holidays falling within out station tour period will not entitle an employee to claim compensatory off except if the outstation tour is only for one day which happens to be a weekly off or paid holiday and business need forces the employee to work on the holiday or weekly off day.
8. Employees on shift duty other than those on General Shift, if asked to stay back for the next shift (e.g. due to absence of the reliever from the next shift) and he has to do the job for the next shift also, will be entitled to compensatory off. This implies that if an employee on shift duty has to stay back for any training or other such event beyond the shift timing, he will not be entitled to compensatory off.

Availing of Compensatory off Day

9. An employee who has compensatory off days to his credit may avail of it on any day of his choosing subject to approval of his leave sanctioning authority.
10. Compensatory off day will be availed at the earliest opportunity after the weekly off day on which the employee has worked. However, any compensatory off day which has not been availed by the employee within 60 days of the employee becoming eligible for the leave (i.e. the holiday on which he has worked), will lapse.
11. Compensatory off can be availed as follows:-
 - a. As a prefix and/or suffix to any weekly off / paid holiday (Comp off – Weekly off/Paid Holiday **or** Weekly off/Paid Holiday – Comp Off)
 - b. Either as a prefix or as a suffix to sanctioned CL or PL. (CL/PL – Comp off **or** Comp off – CL/PL)
 - c. On either side or both sides of a working day. (Comp off – Working Day – Comp off)
12. Compensatory Off cannot be availed under following conditions:-
 - a. More than 60 days after the day on which the employee had worked which entitled him to a compensatory off.
 - b. Sandwiched between any other types of leave or between different types of leave. (CL/PL – Comp off – CL/PL is not permitted.)
 - c. Sandwiched between two Weekly off/ Paid Holidays. Weekly off/Paid Holiday – Comp off - Weekly off/Paid Holiday is not permitted.

Process

13. The process to be followed for is laid down in the following paragraphs.
14. **Crediting of Compensatory Off.**
 - a. Immediately after the employee has worked on an off day, the approval of the immediate superior will be checked by the system as also the attendance record.
 - b. Once both these are found in order, the compensatory off will be credited to the account of the employee and an auto email will be sent to the employee as also to the immediate superior of the employee who has been credited with a comp off.
15. **Availing Compensatory Off.**
 - a. The employee will have to apply through the system to avail compensatory off and will have to be approved of by the HOD / leave sanctioning authority as is the case for all other leave approvals.
 - b. The approval process will be similar to sanctioning of casual leave. In case the employee avails compensatory off in conjunction with PL, then the application process will be as laid down for applying for any other type of leave.
16. **Lapse of Compensatory Off.**
 - a. In case the compensatory leave is not availed on or before the 60th day of the employee becoming eligible for the leave (i.e. the holiday on which he has worked), the accumulated Compensatory off will automatically lapse on the principle of FIFO (first in first out) and will be reduced from the credit account of the employee.
 - b. All compensatory off lying to the credit of an employee at the time of separation of the employee from the company for any reason (retirement /resignation / termination) whatsoever, will lapse on the last day of service.
17. **Change of Individual Weekly off.**
 - a. The staff who work in shifts other than general shift have variable weekly off days depending on the requirement of the department. These weekly off days are liable to change.
 - b. The system will be so configured that the immediate superior of an employee will be empowered to change the weekly off day in the system as part of the MSS (Manager Self Service).
 - c. As soon as the immediate superior makes a change in the weekly off in



respect of an employee in the system, an auto email will be sent to the employee as also the Time Office for information and record.

Conclusion

18. The policy has been laid down so as to ensure the following:-
 - a. Only those who are really required to work on off days are called in.
 - b. There is a record of the number compensatory off days that are outstanding in a department. This will help in manpower planning on a regular basis.
 - c. The employees who are entitled to compensatory off do not lose out on their eligibility.
 - d. The process is system driven and is not open to human error.
 - e. The management is aware of the number of employees who have availed compensatory off or have compensatory off to their credit.

19. This policy is subject to change and amendment at anytime without assigning any reason whatsoever at the sole discretion of the management.

Approved by

Sunil Katia
Director-In-Charge