

Key Policies for Sristi Foundation Staff

Casual Leave

A casual leave allowance of 12 days per year for confirmed staff and 6 days per year for unconfirmed staff (still on probation) is permitted. No casual leave is allowed during first three months of probation period.

Casual leave must be requested at least two weeks in advance, and it is at the discretion of an employee's manager whether leave is granted.

Casual leave must be given via written approval from an employee's manager, using the Leave Form.

This leave is available in advance. If an employee leaves during the year, then casual leave accrued up to the time of departure will be paid out.

Casual leave is designed to give employees a chance to rest and rejuvenate, therefore taking of this leave is encouraged by the organization. Casual leave must be used during the actual financial year (1st April to 31st March) and cannot be carried forward to the next financial year.

Sick Leave

Employees will be entitled to up to 10 days of sick leave per calendar year. Sick leave is defined as being affected by illness that causes someone not to be able to work.

The employer reserves the right to request a doctor's note for absences of two days or longer.

If someone is too sick to be able to work, he/she will need to inform the head of department by phone, sms or email immediately.

The leave form should be signed by the manager when the employee returns to work, to record the number of sick days taken.

Sick leave can be used for personal illness, personal medical appointments, and visits to specialists. Such appointments should be informed to head of department **with at least two weeks' notice and written permission should be given on the leave form.**

The maximum sick leave allowance can only be used during the actual financial year (1st April to 31st March) and cannot be carried forward to the next financial year. Employees working part-time will have their rate of accumulation adjusted accordingly.

Sristi management team reserves the right to request information with respect to limitations, restrictions, prognosis in such manner as it deems necessary in the circumstances with respect to any request for paid or unpaid sick leave.

Sristi Foundation is currently investigating the possibility of providing health insurance to permanent employees.

Working from Home

Staff should be on site for the duration of their specified working hours at all times, unless they have written permission from their manager to work from home.

Written permission will only be given by a manager when there is a specific reason for working from home, which outlines why the employee is only able to carry out their particular task from home instead of on site. This reason must be related to the performance of the employee's role for Sristi Foundation.

Permission to work from home for personal reasons will only be given in extenuating circumstances, and must also be given as written permission.

Housing

Full-time, permanent staff will be provided with simple accommodation in Sristi Village as a benefit of employment with us. We ask that you abide by the expectations and code of conduct for living in the village.

Board

All employees are eligible for at least one meal per day and morning and evening tea on working days.

Expenses & Purchases Policy

Sristi expects employees to act responsibly and professionally when incurring and submitting expenses. The organisation will reimburse employees for reasonable expenses on pre-approved organizational related business.

Sristi Foundation will cover or reimburse all reasonable expenses incurred during the enactment of an employees' duties for the organization, **as long as they are approved prior to the expenditure.**

Procedure:

Purchase Authorization:

- To receive advances for a purchase on behalf of the organization, written approval via the Purchase Authorization Form must be obtained from the budget holder (department manager) before any expenditure is made.
- Estimates for cost breakdowns must be included on the form.
- The Accountant will be available between **9.30am-11am and 3.30pm-5pm** to give out advances, upon production of a Purchase Authorization Form signed by the budget holder.
- Receipts must be provided after the advance has been spent, and any outstanding balance must be returned to the Accountant with 3 days. No further advance will be given until the previous advance is accounted for. The balance must not be used for a further expense.

Expenses:

- To receive reimbursement for any expenses incurred in the course of an employee's duties for the organization, written approval via the Expenses Form must be obtained from the budget holder (department manager) **before** any expenditure is made.
- The Accountant will be available between **9.30am-11am and 3.30pm-5pm** to reimburse expenses, upon production of a Expenses Form signed by the budget holder.
- Receipts must be provided for any expenses, and the Expense Claim Form must be filled in before the expense will be reimbursed.
- Expense Claim Forms must be submitted within 15 days of the expenditure, otherwise it may not be possible for the organization to reimburse them.

Expenses covered include:

- travel fares;
- accommodation;
- food if employee is entitled to meals at Sristi Village and is away for more than 24 hours on work duties;
- telephone and fax charges over and above normal personal usage;
- purchases made on behalf of the organization.

Expenses not covered include:

- any expense not necessary for the conduct of an employee's duties, including any food purchased while away from Sristi Village (unless employee is away for more than 24 hours);
- any expense that falls outside the approved departmental budget;
- any expense not given prior written approval;
- any expense for personal use including as toiletries, grooming products, expenses occurred by spouses, children, or relatives, mini bar, in-room movies or video games, sporting activities, film shows, drinks etc.

Travel Expenses:

Public transport must always be used except in cases where it is impossible to get to a place with public transport. In a case where no public transport is possible, private cars/bikes can be used **but only with prior written approval from the Accountant.**

- Train Travel: Travel in reserved compartment (2nd sleeper) for short trips and 3rd AC for long trips over 24 hours.
- Bus Travel: Overnight sleeper buses and/or AC buses.
- Air travel: Economy class with fare compare programs, best possible fare must be selected.

The Sristi vehicle can only be used for work related purposes. Whenever an employee is requested to drive this vehicle, he/she should inform the kilometres that are on the clock, the destination and reason to the guard on duty. Fuel expenses will be reimbursed on producing the fuel bill.

Sristi is not responsible for accidents, traffic and/or parking violations.

In case parking fees are unavoidable, these will be reimbursed against receipts.

Accommodation Expenses:

All accommodation expenses must be given prior written approval by the accountant.

If an inviting party is not paying for accommodation, employees will be reimbursed for reasonable hotel accommodation. Discounted room rates should be requested at the time of room booking. (Maximum of Rs.2000 for accommodation in cities and Rs.1000 for accommodation in towns).

Food Expenses:

Food expenses can be claimed if the employee is entitled to meals at Sristi Village and is unable to take these meals. Food expenses can only be claimed for the meals that have been missed at Sristi Village (i.e. all meals cannot be claimed if employee would only have eaten lunch at Sristi) and only up to a maximum value of Rs.200 per whole day.