

Leave Policy

Effective Date	1st Apr, 2019
Department	Human Resources
Approved By	

* Management reserves the right to modify this policy at any time.

OBJECTIVE

The objective of this policy is to enable employees to be engaged and productive at work by ensuring that they are able to attain optimum work-life balance and attend to their needs.

ELIGIBILITY

This policy covers all full-time employees of Company across India

POLICY FEATURES

Employees are eligible for different types of leave benefits depending on their personal needs.

The leave benefits available to employees may be categorized as:

- I. Public Holidays
- II. Earned & Sick Leave
- III. Other Leave (Short-term)
- IV. Other Leave (Long-term)

I. PUBLIC HOLIDAYS

- The company observes certain paid statutory and public holidays notified and published by the Government of India and State Governments as per Shop & Commercial Establishment Acts which are issued by the ministry of respective state governments
- The company shall observe 8 such holidays (3 National Holidays and 5 Festive Holiday) during the calendar year.

- The list of 8 fixed holidays will be stipulated by the Human Resources Department , declared and communicated at the beginning of the calendar year. These holidays will be state-specific.
- The Human Resources Department reserves the right to effect amendments to the published list of public holidays after communicating in advance.

II. EARNED LEAVE & SICK LEAVE:

- All permanent employees of Company are eligible for 24 working days of paid Earned Leave and 6 working days of Paid Sick Leave per year.
- Employees taking continuous sick leave for three or more days in a month (together or apart) due to medical reasons are required to provide a medical certificate issued by a Registered Medical Practitioner (minimum MBBS / MD or from a recognized hospital).
- If an employee has exhausted his/her 6 days of sick leave balance and requires more, then he/she has an option to take it either from his Earned Leave balance or use the LWP (Leave Without Pay).
- New employees are not eligible to take leave during their probation period of 3 months, except for medical reasons or extreme personal circumstances that have to be approved by immediate manager.
- The leave accounting year is January to December. Employees will be credited 2 days of Earned Leave on the last day of the month except for the month of joining.
- All leaves need the employee's immediate manager's approval.
- Except in case of emergencies, employees must apply for short leaves (less than 3 working days) at least 2-3 days before the date of their leave, using the Leave Application Form provided in Annexure-1.
- Employees who require more than three working days of leave must apply at least three weeks in advance.

- In case the employee is unable to apply for leave beforehand, the employee must inform the immediate manager by email as soon as possible.
- Employees who do not utilize their quota of Earned leaves during the year can carry forward a maximum of 12 days of Earned Leave to the next calendar year. However, at any point in the year, an employee cannot avail more than 12 days of leave balance available for utilization.

III. OTHER LEAVE (SHORT-TERM)

In addition to Earned & Sick Leave, employees are eligible for other situation-specific leaves, as mentioned below.

Compassionate Leave

- Employees are eligible for up to three calendar days of paid Compassionate Leave in a year on the death of a mother, father, spouse, sibling or child.
- Employees may be requested to submit relevant documents when required.
- In case more leaves are needed at the time, the employee can club available Earned Leaves for the same.

Wedding Leave

- Employees are eligible for up to three calendar days of paid wedding leave, In case of their own wedding.
- Eligibility is that he or she should have completed minimum one year of service in the organization.

Relocation Leave

- Employees who are moving to a new location at the company's request are eligible for two calendar days of Relocation Leave. The Relocation Leave may be utilized for the purpose of packing and unpacking, travel, looking for accommodation and schools, etc.
- The Relocation Leave is over and above the Earned Leave available to an employee.

- The Relocation Leave may be availed up to 30 days before or after the date of relocation, and is subject to manager approval.
- The employee may combine Earned Leave with Relocation Leave if required, with the approval of the manager.

IV. OTHER LEAVE (LONG-TERM)

Maternity Leave:

- Female employees who have worked for a minimum of 12 months and who have less than two surviving children are eligible for a maximum of 26 weeks of Maternity Leave such leave may be deemed Earned Leave / Leave Without Pay (based on the employee's leave balance).
- For a woman who has two or more children, the maternity leave will be 12 weeks.
- Maternity Leave does not require manager approval. However, the employee is required to submit a Medical Certificate from a registered medical practitioner after the first medical examination and confirmation of pregnancy.

Leave Without Pay:

- In case of exceptional and unforeseen circumstances that require an employee to take more leaves than available in their leave balance, they may apply for Leave Without Pay (LWP) for up to 15 days.
- LWP may be availed only once all Earned Leaves have been exhausted. LWP may at a maximum be availed twice (both periods adding up to a maximum of 15 days) during the calendar year.
- All LWP requires the approval of the employee's manager. If the employee goes on LWP without obtaining this approval, the employee would be treated as absconding from the services of the company, and relevant action would be taken accordingly.
- LWP is not a matter of right; it will be sanctioned only at the discretion of the company. The company may require the employee

to submit any relevant documents well in advance in order to avail the leave.

- The Director's approval is mandatory before the employee can avail more than 15 days of LWP.
- If the employee chooses not to resume his/her service with the company after the LWP period, the employee's separation letter will indicate the date on which the employee went on Leave Without Pay, as his/her last date.

Policy Exception

- Any exception to this policy needs to be recommended by Director of Company.
- Some Business units/ departments, from time to time, purely due to the nature of the business, may need to introduce additional set of guidelines that are necessary for smooth functioning of the business. In such circumstances, the employees will be informed well in advance before and on joining the company that such provisions exist.

Management Rights

The Management reserves the absolute right to amend, suspend or withdraw any or all the provisions of this policy at any time with or without prior notice to the employees. In case of any ambiguity on the interpretation of any of the provisions contained herein, the interpretation given by such authorized officer of the company shall be final and binding.

Points to Note:

- Any holidays or Sundays that fall within the period of the availed leave will be considered part of the leave.
- Leave during Notice Period: Employees cannot take leave during notice period except for medical reasons or extreme personal circumstances. The employee's manager may decide

to extend the notice period by the number of days an employee takes leave during the notice period.

- The employee can carry forward only Earned leaves to the next calendar year. No other leaves can be carried forward.
- Leave Encashment: There is no provision for Leave Encashment unless in situations mandated by Law.

Annexure 1: Leave Application

Name of Employee	
Type of Leave Applied for	
Reason for Applying Leave	
From Date	
To Date	
Number of Days	
Backup SPOC to be contacted during Leave	